

CARY AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING
CHANGE OF DATE
Thursday, February 20, 2020

MINUTES

1. **Call to order** - Library Board President Jan Polep called the meeting to order at 7:02 p.m.
2. **Roll call** - Present were Library Trustees Jean Ciura, Tom Garvin, Scott Migaldi, Jan Polep, Allison Richmond and Teresa Sigsworth. Also present were Executive Director Diane McNulty, Assistant Director of Support Services Karen Long, Assistant Director of Public Services Mona Reynolds and consultant Amanda Standerfer. Jason Pinshower was present via telephone.
3. **Approval of board minutes from:**
 - a. **Regular Board meeting January 9, 2020** - the minutes from the regular board meeting on January 9, 2020 were reviewed. Motion made by Sigsworth to approve the minutes, Garvin seconded. Migaldi abstained.
4. **Communications** - Economic interest statements were emailed a few weeks ago. Fill it out online, Diane does not need the receipt. Legislative breakfast update and the news from the Mayor's roundtable lunch today. Article from Tribune about libraries as THE cultural attraction.
5. **Treasurer's report** - Long presented the treasurer's report. The library opened the month with a balance of \$2,449,707.01. Taxes are complete for this fiscal year, the library received interest in the library fund of \$1,525.01 and took in \$4,890.00 for processing 115 passport applications. The month ended with a balance of \$2,290,485.21. Motion made by Garvin to accept the treasurer's report, Migaldi seconded. On roll call all ayes, motion approved.
6. **Approval of bills**
 - a. **January 2020** - Long presented the board with bills, transfers and payroll totaling \$387,895.74. Larger bills included \$1,697.00 to Capira Technology for a new mobile app to replace Boopsie, \$2,925.00 to Creekside Printing for the spring newsletter, \$4,190.00 to LANSNO for plowing and salting, \$8,800.00 to Sherman Mechanical for the annual HVAC maintenance agreement, \$12,000.00 to Midwest Tape for Hoopla purchases and \$750.00 to Tumbleweed Press for the Tumblebooks subscription. Motion made by Garvin to approve the bills, Migaldi seconded. On roll call all ayes, motion approved.
7. **Statistics and Reports**
 - a. **January statistics** - circulation down but less compared to last January. Card holders are down due to the purge of library cardholders. Nina is still working on purging based on the report of change of address list we purchased. The 115

passports processed is the highest number for an individual month so far. Romantic chocolate desserts had 54 attendees. About half of the Family story time attendees are staying after for the “Stay, Play and Learn” program.

b. Dept. news

8. Unfinished Business - no unfinished business was discussed

9. New business

a. Strategic Plan Initial Board session with consultant Amanda Standerfer–

Amanda explained what has happened so far; some phone meetings, beginning of the survey this week and the other meetings she had with staff members earlier today. This is the Discovery phase; when we meet in April, we’ll have some information to work from to develop the plan. Board sets Mission and Vision near the end. She will have an analysis (learning report) of the information from the survey and the notes from the staff sessions to be discussed at the retreat. The board will define the strategic directions at that meeting. The staff will meet with Amanda at our April 3rd staff meeting; the board will meet here on Saturday April 4th from 9 to 1.

The discussion then began with an environmental scan with 6 topics that could affect the library: Political, Social, Legal, Economic, Technological, Sector. Then a SOAR analysis was discussed: Strengths, Opportunities, Aspirations, Results. Last question for the board (not asked of the staff) was “What else do we need to learn?” and “What else will inform the planning process?” Amanda will have the Survey data, other strategic plans in the community, demographics and focus group data for the board retreat in April. Items the board would like to see included would be population figures with specific data like disabled children, underprivileged children, disabled seniors, changes to population (District 155 report) for projections, what other non-profits are offering. All of the information from tonight’s meeting and the staff interactions from today will be entered into a report and shared a week before the retreat.

10. Any and all other business the Board may wish to discuss - no other business was discussed.

11. Adjourn - Migaldi made a motion to adjourn, Sigsworth seconded. The meeting adjourned at 8:50 p.m.

Respectfully submitted,

Reviewed by,

Assistant Director of Support Services

Secretary