

**CARY AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING**

Thursday, March 10, 2022

7:00 PM

**Cary Area Library - Meeting Room
1606 Three Oaks Road**

MINUTES

1. Call to order, Board President Jan Polep called the meeting to order at 7:03 PM
2. Roll call, Secretary- Present were Library Trustees: Tom Garvin, Scott Migaldi, Jan Polep, Christina Rank and Teresa Sigsworth, Executive Director Diane McNulty, Assistant Director Mona Reynolds, and Administrative Services Manager Dawn Ferree.
3. Approval of board minutes from:
 - a. Regular Board meeting February 10, 2022-The minutes from February 10, 2022 were reviewed. Motion to approve the minutes as amended made by Rank, 2nd by Garvin. All ayes, motion approved.
4. Communications- none
5. Treasurer's report, read by Diane McNulty
Pinshower reported we opened the month with \$2,764,589.49, we received passport income of \$2065.00, impact fee income of \$1,920.00, CCS Quarterly Grant of \$2,253.63, PPRT of \$6,868.12 and Gifts/Donations of \$150.00. We closed the month with \$2,627,125.30. Motion to approve made by Garvin, 2nd by Sigsworth. On roll call 4 ayes, 1 abstain, motion approved.
6. Approval of bills, read by Diane McNulty
 - a. February 2022- Pinshower presented the board with bills, transfers and payroll totaling \$340,086.06.
 - b. Bills were paid to: Dell \$8,042.52, HR Source- Market Benchmarking Project \$3,250.00, LanSno \$4,560.00, Pierus- AKA Creekside Printing \$4378.72 and Robert Zschernitz \$2,550.00. Motion to approve by Garvin, 2nd by Sigsworth. On roll call all ayes, motion approved.
7. Statistics and Reports
 - a. February statistics- OpenGov information on our website was reviewed.
 - b. Dept. news- Working on job descriptions and titles. We will have an additional manager who will oversee the youth and teen division. There are three open positions currently.
8. Unfinished Business
 - a. Discuss and approve executive director evaluation tool
Discussion was held on the process and timing of the director evaluation. The evaluation should be completed prior to working on the budget. Approval was tabled until April so

additional Trustees can be present.

2. New business

a. Discuss and approve changes to pandemic policy 6.3.3.

A motion was made to suspend the temporary pandemic policy 6.3.3. Motion to approve by Migaldi, 2nd by Rank, all ayes, motion approved.

Discussion was held on masks versus no masks for staff. The motion was made to revise the policy to state, "It is recommended that staff wear a mask but it is not required."

b. Discuss update to Building Plan and associate projects- Engburg Anderson who we have worked with previously gave us a preliminary cost estimate of \$8000.00. Discussion was held. To use Special Reserve funds the building plan would have to be updated. The board gave the go ahead to move ahead on this project.

c. Discuss trustee forum, round table with the mayor and ILA trustee forum
>Trustee forum "What's Your Job and How Do You Do It?" was attended and had valuable handouts on orientation.

>Round Table with the Mayor- Good presentation by the Mayor. Maplewood School property was discussed. Thornton's is breaking ground this spring for a gas station and carwash on Jandus Cutoff. Westlake is building the final lots in the development.

>ILA Trustee forum- Two more programs will be coming in April and May.

3. Any and all other business the Board may wish to discuss.

>No update on the loss of materials the library is pursuing.

4. Adjourn- Sigsworth motioned to adjourn the meeting, 2nd by Migaldi. All ayes, motion approved. Meeting adjourned at 8:34 PM.

Respectfully submitted,

Administrative Services Manager

Reviewed by,

Secretary