

**CARY AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING**

Thursday, April 14, 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- pro tem Christina Rank. Present were Library Trustees: Jean Cuira, Tom Garvin, Scott Migaldi (left at 8:20 PM), Jan Polep, and Christina Rank, Executive Director Diane McNulty, Assistant Director Mona Reynolds, and Administrative Services Manager Dawn Ferree.
3. Approval of board minutes from:
 - a. Regular Board meeting March 10, 2022-The minutes from March 10, 2022 were reviewed. Motion to approve the minutes made by Garvin, 2nd by Migaldi. Cuira abstained. All ayes, motion approved.
4. Communications
 - A postcard with information about an upcoming course on “How to be a Library Trustee” was shared.
 - Brian Coleman, Superintendent of School District 26, inquired if Diane was aware of a TIF the Village of Cary is considering. No information is known at this time.
5. Treasurer’s report, McNulty reported we opened the month with \$2,627,100.00 and closed with \$2,411,400.00. We received Personal Property Real Estate Tax and impact fees (West Lake subdivision will be completed this year) . We are on schedule for expenditures. We are close to the 75% mark currently. Our budget has been added to QuickBooks allowing us to run reports with % of expenditure. Motion to approve the treasurer’s report made by Garvin, 2nd by Cuira. All Ayes, motion approved.
6. Approval of bills
 - a. March 2022- McNulty Total approval through April 14, 2022 of \$315,237.22.
 - b. Bills were paid to: Shales-McNutt \$9,221.00 and Sherman Mechanical \$54,466.00 for the humidification project, A Leon Landscaping \$1430.50 for mulch and \$924.00 for their monthly billing, Ebsco Publishing \$5,048.14 for print periodical renewals, Lansno \$1,305.00 for snow plowing/salting and Sterling Services \$1322.01 for carpet cleaning. Motion to approve March bills made by Cuira, 2nd by Rank. All Ayes, motion approved.

7. Statistics and Reports

- a. March statistics- Study room usage is steady, meeting room outside groups are low, gate counts are up. Next week, the Friends will be holding their book sale.
- b. Dept. news -Diane and Linda C attended PLA in Portland.
- c. Executive Director- Goals report, Quarter 3
 - Finalizing the Personnel Policy for Board review in May. Documenting procedures as they are being done to aid in succession planning. Job descriptions have been reviewed and were given to HR Source for a staff compensation survey.
- d. Executive Director- Strategic Plan report, Quarter 3
 - Items from Quarter 3 report provided by McNulty were highlighted.

8. Unfinished Business

- a. Continue discussion and approve the executive director evaluation tool.
 - 1. Polep shared 7 recommendations from a seminar on library director evaluations:
 - Only the Board president sees and compiles the information for the evaluation.
 - Review should only be done in an executive session.
 - Trustees should sign their evaluation forms.
 - Director should also fill out the evaluation form with the good and bad accomplishments.
 - Director should tie in their work with their goals and quarterly reports.
 - Check out a simple evaluation form on ALA.
 - Send an official letter to the Director with their salary and goals prioritized. (Two Trustees meet with the Director and go over the evaluation together.)
 - 2. The Evaluation form will be sent out with a copy of the director's goals at least a week before the meeting.

9. New business

- a. Possible Village of Cary TIF #3 in development- see "4. Communications" above
- b. Schedule budget meetings- Board members agreed Tuesdays would be the best day to schedule meetings.

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

-None

11. Adjourn - Rank motioned to adjourn the meeting, 2nd by Garvin. All ayes, motion approved. Meeting adjourned at 8:32 PM.

Respectfully submitted,

Reviewed by,

Administrative Services Manager

Secretary