

CARY AREA PUBLIC LIBRARY DISTRICT - BOARD MEETING

Thursday February 9, 2023

7:00 PM

Cary Area Library

1606 Three Oaks Road

MINUTES

1. Call to order, Board Treasurer, Jason Pinshower, called the meeting to order at 7:00 PM.
2. Roll call, Secretary- Present were Library Trustees: Gayle Booth, Tom Garvin, Scott Migaldi, Jason Pinshower and Christina Rank. Jan Polep and Scott Migaldi were present via Zoom. Also present were Executive Director Diane McNulty, Assistant Director Mona Reynolds and Administrative Services Manager Dawn Ferree. Absent: Lisa Stordahl.
3. Approval of board minutes from regular meeting January 12, 2023: The minutes from the January 12, 2023 were reviewed. Motion to approve the minutes made by Booth, 2nd by Garvin. On roll call, all ayes.
4. Communications:
 - a. The CAPL Newsletter, Books and Bytes, was sent out yesterday.
 - b. The Cary Business Round Table with the mayor is scheduled for March 2nd from 11:30-1:30. Booth and Polep are both planning on attending.
5. Treasurer's report
Pinshower reported that we opened the month with \$3,141,484.65 and closed with \$3,011,445.56. We received passport income of \$4,305.00. Motion to approve the treasurer's report made by Rank, 2nd by Migaldi. On roll call, all ayes, motion approved.
6. Approval of bills
 - a. January 2023, Pinshower reported- Total approval of bills, transfers and payroll through February 9, 2023 of \$324,812.52.
 - b. Bills paid included: \$15,273.02 to CCS, \$2,000 to Library Market, \$4,410.00 to LANSNO, and \$9,548.00 to Sherman Mechanical. Motion to approve January bills made by Rank, 2nd by Booth. On roll call, all ayes, motion approved.
7. Statistics and Reports
 - a. January statistics- There was an impressive increase in circulation of 11.5% this month from last year. There was no clear explanation for this increase.
 - b. The library continues to work with D26 on the community leadership grant. The library may leverage some of the posters and communications being developed so there is consistency between the schools and library.
 - c. A new D155 and D26 superintendent have been hired.
 - d. The memory care kits are now available for check out.

- e. Several new laws are going into effect including a Paid Leave for All Workers Law just signed by the governor. Administration to look at what this will mean for the library once they receive the rules. The law goes into effect in January 1, 2024.
 - f. Work continues with the interior designer and architect on implementation of new office furniture. Installation of office furniture expected at the end of May into early June. The large meeting room will be used to accommodate staff and overflow as installation is completed. The entire installation is expected to take about one month. There will be new tables and work stations in the basement as well!
8. Unfinished Business
- a. None
9. New business:
- a. Bylaws and Policy: McNulty reviewed the Bylaws and Policy with the board focusing on items that required updating since the last review in 2017. There was in-depth discussion on specific areas and McNulty is working with board feedback to make changes where applicable. She will be reviewing the updated manual with the board in our next meeting and will have legal review it as well to ensure that all updated information will meet legal requirements.
 - b. Discussions continued on next steps in hiring a new Executive Director. Migaldi reviewed the Request for Proposal (RFP) to be posted this month in search for an Executive Director to replace McNulty who plans to retire on September 30, 2023. We hope to find a search firm that can provide us with candidates for this position. If not, we discussed other options for moving forward. We are looking for proposals to be in by the end of March so that we can consider these at our April meeting. Possible hiring firms were discussed. A proposal was also made to have the Committee of the Whole become the Hiring Committee with Migaldi as the Chair. A motion was made by Migaldi to have him send out the RFP once reviewed and approved to the list of hiring firms, 2nd by Booth. All ayes, motion approved.
 - c. Our next meeting is scheduled for Thursday, March 9, 2023.
10. Adjourn- A motion to adjourn the meeting was made by Rank, 2nd by Booth. All ayes, motion approved. Meeting adjourned at 8:55 PM.

Respectfully submitted,

Secretary