

**CARY AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING
Thursday, May 14, 2015**

MINUTES

1. **Call to order** - Board President Mary Patterson called the meeting to order at 7:01 p.m.
2. **Roll call** - Present were Library Trustees Tom Garvin, Barb Kalchbrenner, Scott Migaldi, Margaret Myers, Mary Patterson, Jan Polep and Lisa Stiegman. Also present were Library Director Diane McNulty, Administrative Assistant Karen Long and recently elected board members George England, Kelly Kuningas and Teresa Sigsworth.
3. **Approval of regular board minutes from:**
 - a. **Committee of the Whole meeting: April 9, 2015** - the minutes for the Committee of the Whole meeting on April 9, 2015 were reviewed. Motion by Myers, second by Migaldi.
 - b. **Regular Board meeting: April 9, 2015** - the minutes from the April 9, 2015 regular board meeting were reviewed. Motion by Kalchbrenner, second by Garvin.
 - c. **Committee of the Whole meeting: April 21, 2015** - the minutes from April 21, 2015 were reviewed. Motion by Migaldi, second by Myers.
 - d. **Committee of the Whole meeting: April 23, 2015** - the minutes from April 23, 2015 were reviewed. Motion by Myers, second by Kalchbrenner.
4. **Communications** -
5. **Treasurer's Report** - Kalchbrenner reported the library opened with a balance of \$2,843,600.00. We received \$3,951.92 in Personal Property Replacement Taxes. Taxes from McHenry and Lake Counties will begin coming in later this month but won't reflect in reports until after July 1st. Library closed the month with a balance of \$2,550,200.00. Motion by Garvin to approve the treasurer's report, Myers seconded. On roll call all ayes, motion approved.
6. **Approval of bills**
 - a. **April 2015** - Kalchbrenner presented the board with bills, payroll and transfers totaling \$278,152.09. Larger bills included \$920.00 to the Management Association for our yearly renewal, \$1,732.50 to Bob Smith for attorney fees for the year, \$1,318.65 to Sentry Security for the yearly alarm monitoring and the quarterly fire monitoring. Motion to approve by Migaldi, seconded by Polep. On roll call all ayes, motion approved.
7. **Librarian's report**
 - a. **April statistics**
 - b. **Department news**
 - c. **Director's report**

8. Unfinished business

- a. **Discuss architect presentations and select an architectural firm** - Diane did a quick recap for the new board members why we are interviewing architects. We need to change the space to offer different spaces for patrons, possibly merge offices for staff, fix the roof and change out the lighting. Margaret moved to approve Engberg Anderson, Jan seconded. On roll call all ayes, motion approved.

9. New business

- a. **Discuss revision of organizational structure** - Diane passed out her new flow chart to give the board an idea of what she is proposing for reorganization of the staffing.
- b. **Schedule budget meetings** - First one scheduled for May 27th and second one on June 3rd if needed. Both starting at 6:00 p.m. and a light dinner will be provided.
- c. **Swear in new trustees** - Mary administered the oath of office to George, Kelly Jan and Teresa. Thank you gifts were given to Mary, Tom and Scott for many combined years of service to the library district.

10. Any and all other business the Board may wish to discuss - Diane set up an orientation times for the new trustees.

11. Adjourn - The meeting adjourned at 8:38 p.m.

Respectfully submitted,



Administrative Services Manager

Reviewed by,

Secretary

CARY AREA PUBLIC LIBRARY DISTRICT – BOARD MEETING

Committee of the Whole - Finance

Wednesday, May 27, 2015

Minutes

1. **Call to order** – Chair Barb Kalchbrenner called the meeting to order at 6:02 p.m. Margaret agreed to be secretary pro tem.
2. **Roll call** - Present were Library Trustees George England, Barb Kalchbrenner, Kelly Kuningas, Margaret Myers, Jan Polep, Teresa Sigsworth and Lisa Stiegman. Also present were Library Director Diane McNulty and Administrative Services Manager Karen Long.
3. **Discuss the preliminary budget for FY 2015-2016** – Diane began with the comparison of estimated income received this year and proposed amounts for next budget. Interest is further below estimated and fines are down due to reduction in DVD fines from \$1 to .10 cents. Only one election so less meeting room fees and based on information from the state the per capita grant funds are at the lower end. Diane said the board could make the decision to raise all fees up to .20 cents if they choose.

She then went on to the proposed budget. She had copies of the current one and then the draft of the proposed budget. She first explained the difference between the working budget, Budget and Appropriation Ordinance and the Levy. We raised our minimum wage to \$9.50 with knowledge that it will go up but not sure when. Explained the breakdown of the health insurance lines. May add Comcast business line to add more bandwidth. She added extra funds to the trustee line to accommodate 2 people to go to PLA. Added a line for employee background checks. Not adding more playaways for adults. Will have 2 of the newsletters be 8 pages instead of 6 (for back to school and summer). Should we do the expo this year? Diane is willing as long as board is willing to be there. Will leave in line for “special event” instead of showcase giveaways.

4. **Any and all other business the Board may wish to discuss**- Diane asked if the board wanted to meet on Wednesday June 3rd or do a longer board meeting on June 11th to finalize the budget since some items still need further work. Decision to meet at 6:30 to do budget (with snacks) on June 11th and then have the Nominating Committee meeting and regular board meeting.
5. **Adjourn** – The meeting adjourned at 8:18 p.m.

Respectfully submitted,

Reviewed by,



Administrative Services Manager

Chair