

CARY AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING
Thursday, June 11, 2015
7:10 p.m. (Following Nominating Committee Meeting)

MINUTES

1. **Call to order** - Vice President Jan Polep called the meeting to order at 7:34 p.m. Lisa was secretary pro tem. Myers motioned to amend the agenda to move item 9-a to the top of the agenda, seconded by Kalchbrenner.
2. **Roll call** - Present were Library Trustees George England, Barb Kalchbrenner, Margaret Myers, Jan Polep, Teresa Sigsworth and Lisa Stiegman. Also present were Library Director Diane McNulty and Administrative Services Manager Karen Long.
3. **Election of Officers** - Polep brought forth the slate of candidates: Polep for President, Myers as Vice President, Stiegman as Secretary and Kalchbrenner as Treasurer. Motion by England to accept the slate of candidates, seconded by Sigsworth. On roll call all ayes, motion approved.
4. **Approval of board minutes from:**
 - a. **Regular Board meeting May 14, 2015** - the minutes from May 14, 2015 were reviewed. Motion to approve by Myers, seconded by Kalchbrenner.
 - b. **Finance Committee of the Whole May 27, 2015** - the minutes from May 27, 2015 were reviewed. Motion to approve by Stiegman, seconded by England.
5. **Communications** -
6. **Treasurer's report** - Kalchbrenner reported the library opened the month at \$2,559,200.00. Just one more month left in fiscal year. Received \$3256.06 in Personal Property Replacement Taxes, started receiving Lake and McHenry Counties but that is deferred income until July 1st. Closed month with \$2,464,900.00. Myers motioned to accept the treasurers report, Stiegman seconded. On roll call all ayes, motion approved.
7. **Approval of bills**
 - a. **May 2015** - Kalchbrenner presented bills, payroll and transfers totaling \$336,716.44. Larger bills included \$750.00 to Faronics Technologies for software, and \$2,160.00 for 2 AWE computers. Motion to approve by Stiegman, seconded by England. On roll call all ayes, motion approved.
8. **Librarian's report**
 - a. **May statistics**
 - b. **Dept. news**
 - c. **Director's report**
9. **Unfinished Business**
 - a. **Discuss and approve the FY 2015/2016 working budget** - Was discussed at the Committee of the Whole meeting that it will be deferred for approval at the July board meeting.

10. New business

- a. **Discuss and Approve Ordinance 15-6-1, Prevailing Wage Ordinance** - Annual ordinance stating the library will pay prevailing wages. Motion by Kalchbrenner, seconded by Myers. On roll call all ayes, motion approved
- b. **Discussion and Approval of Ordinance 15-6-2 Setting Schedule of regular meetings** - all board meetings will be on the 2nd Thursday of the month. Motion by Myers, seconded by Kalchbrenner. On roll call all ayes, motion approved.
- c. **Discussion and Approval of Ordinance 15-6-3 Appointing Bookkeeper** - AMCO Services as bookkeeper. Motion by Myers, seconded by Sigsworth. On roll call all ayes, motion approved.
- d. **Discussion and Approval of Ordinance 15-6-4 Appointing Attorney** - Robert W. Smith as attorney. Motion by Kalchbrenner, seconded by Sigsworth. On roll call all ayes, motion approved.
- e. **Discussion and Approval of Ordinance 15-6-5 Appointing Auditor** - new audit firm of Lauterbach & Amen. Motion by Myers, seconded by Kalchbrenner. On roll call all ayes, motion approved.
- f. **Resolution 15-06-A Authorizing Public Library District Non-Resident Cards** - annual agreement for the state to offer library cards. Motion by England, seconded by Myers. On roll call all ayes, motion approved.
- g. **Discussion and approval of the Renewal of the Driveway agreement** - This resolution allows the school to use a portion of our back property for their bus driveway. Renew annually to remind the school and that they need to continue to maintain it. Motion by Stiegman, seconded by Sigsworth. On roll call all ayes, motion approved.
- h. **Buy-It-Now option in online catalog** - new feature being offered by SIRSI through our Enterprise catalog. We are one of 4 libraries testing it. If a patron doesn't want to wait for a hold they have the option to immediately buy it from outside vendors (Amazon, Better World Books, eLibris, etc).
- i. **Review and accept Engberg Anderson's agreement for strategic facility plan** - was reviewed by our attorney. We just need to agree to what they are proposing. Motion by Myers, seconded by Stiegman. On roll call all ayes, motion approved.
- j. **Review and approve the RFQ for construction management services** - this was also reviewed by the attorney and he has some amendments to this document. We need to get a construction manager in place for when we are ready to start it. Engberg Anderson gave us 9 names they have worked with. Our attorney also wants us to advertise for it to see if other firms are interested. Doesn't need to be formally approved per Bob Smith.

11. Any and all other business the Board may wish to discuss - Jan discussed how to do Diane's review. Will have an executive session at the July meeting to discuss compensation. Non-resident question; a patron in the unserved area asking for a hardship discount. We have never done it before, don't have a program in place and can't offer it to others who also may have a hardship. Board felt it would set a precedent.

12. Adjourn - the meeting adjourned at 8:55 p.m.

Respectfully submitted,

Reviewed by,



Administrative Services Manager

Secretary

**CARY AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING**

**COMMITTEE OF THE WHOLE
FINANCE COMMITTEE
Thursday, June 11, 2015**

MINUTES

1. **Call to order** – Chair Barb Kalchbrenner called the meeting to order at 6:34 p.m. Jan Polep was secretary pro tem.
2. **Roll call** - Present were Library Trustees George England, Barb Kalchbrenner, 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** – Draft #2 of the budget was presented. At this point it was over the estimated income by \$40,000 and Diane explained why; mostly due to unknown medical insurance costs and adding the MLS position. We have to budget for the buyouts and have to budget for the new person to take the health insurance. We are working with our insurance broker to change the plan to one with a lower cost. If we change it to August renewal from December that would reduce costs. We decided to cut the wellness program. Put job advertising back in for this year. Had to add to the carpet cleaning and cork cleaning since we deferred the cleaning to August (scheduling issues). Will be adding more bandwidth for the public side from Comcast. We may also get e-rate funds to offset the telecommunications line but not confirmed yet. Do we want to add more to the trustee line for PLA (have for 2 in there to attend). Should we leave \$8000 for consultant services? Made a reduction to materials lines but still keeping it above 12% of overall budget (state requirements). Could adjust contingency and IRMA line (there is a credit balance with IRMA that we can apply to the bill in January) to make the difference up. Also discussed adding the extra vision coverage for approximately \$1200 for the year. Diane will update the numbers and will have an updated copy and will approve at July board meeting.
4. **Any and all other business the Board may wish to discuss** – no other business was discussed.
5. **Adjourn** – Myers motioned to adjourn the meeting, Stiegman seconded. The meeting adjourned at 7:28 p.m.

Respectfully submitted,

Reviewed by,



Administrative Services Manager

Chair

CARY AREA PUBLIC LIBRARY DISTRICT -BOARD MEETING

COMMITTEE OF THE WHOLE
NOMINATING COMMITTEE

Thursday, June 11, 2015

MINUTES

1. **Call to order** – Vice President Jan Polep called the meeting to order at 7:29 p.m. Margaret Myers was secretary pro tem.
2. **Roll call** - Present were Library Trustees George England, Barb Kalchbrenner, Margaret Myers, Jan Polep, Teresa Sigsworth and Lisa Stiegman. Also present were Library Director Diane McNulty and Administrative Services Manager Karen Long.
3. **Discussion and approval of slate of candidates** - Margaret nominated Jan for President. Barb offered to stay as Treasurer. Lisa offered to be the secretary. Margaret offered to be Vice President.
4. **Any and all other business the Board may wish to discuss** – No other business was discussed.
5. **Adjourn** – the meeting adjourned at 7:31 p.m.

Respectfully submitted,



Administrative Services Manager

Reviewed by,

Secretary

