

CARY AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING
Thursday, August 14, 2014

MINUTES

1. **Call to order** - Library Board President Mary Patterson called the meeting to order at 7:41 p.m.
2. **Roll call** - Present were Library Trustees Tom Garvin, Barb Kalchbrenner, Scott Migaldi, Mary Patterson, Jan Polep and Lisa Stiegman. Also present were Library Director Diane McNulty and Administrative Services Manager Karen Long.
3. **Approval of board minutes from:**
 - a. **Regular Board meeting July 10, 2014** - The minutes from July 10, 2014 were reviewed. One minor correction made to the word in item #10; word should be at, not sat. Motion by Stiegman to accept the corrected minutes, Kalchbrenner seconded.
4. **Communications**
 - a. **Budget and Appropriations hearing** - No members of the public were present for the hearing.
5. **Treasurer's report**
 - a. **July 2014** - Kalchbrenner reported the library opened the month with \$1,914,400.00. Received \$2,572.05 in Personal Property Replacement taxes, the youth services IEEE Grant initial deposit of \$400.00, \$256.05 in Non-Resident fees, and tax receipts from both McHenry and Lake Counties. The month closed with a balance of \$2,825,100.00. Motion to accept the treasurer's report made by Garvin, seconded by Stiegman. On roll call all ayes, motion approved.
6. **Approval of bills**
 - a. **July 2014** - Kalchbrenner presented the board with bills, payroll and transfers of \$287,325.01. The remainder of database renewals included Ancestry, A-Z Databases and the Scholastic databases. \$832.82 to Sentry Security for the fire inspection, \$619.00 to Carey Electric for bulbs replacement and ballasts, \$3,358.00 to Today's Business Solutions for the renewal of MyPC. Motion by Polep to pay the bills, seconded by Garvin. On roll call all ayes, motion approved.
7. **Librarian's report**
 - a. **July statistics**
 - b. **Dept. news**
 - c. **Director's report**
 - d. **Annual statistics** - Diane has completed the annual report for the state. Some material areas are down but electronic resources and books are up.
8. **Unfinished Business** - no unfinished business was discussed.
9. **New business**
 - a. **Discuss and approve ordinance transferring general funds to unemployment fund** - Resolution 14-08-1 authorizes transfer of funds that should have been done after last year's B&A was approved; the unemployment fund was in the negative. According to attorney we have until August 31st to approve the transfer. Will reflect correctly in the audit so that the fund is not in the negative. Motion to approve by Garvin, seconded by Stiegman. On roll call all ayes, motion approved.

- b. **Discuss and approve Ordinance 14-08-1 Combined Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2014/2015** - Scott made correction to agenda to reflect change in ordinance numbers and order of approval. Motion to approve the change made by Migaldi, seconded by Kalchbrenner. This year's ordinance includes a transfer to the liability fund. \$2,664,900 total to be appropriated. Motion to approve Ordinance 14-08-2 made by Migaldi, seconded by Polep. On roll call all ayes, motion approved.
- c. **Approve implementation of strategic plan** - Motion to accept the strategic plan and to implement the activities included within made by Migaldi, seconded by Polep. On roll call all ayes, motion approved.
- d. **Review the library's environmental scan** - SWOT analysis done by board last year. Per capita grant requires that budget can support the library environmental scan and the scan shows the library supports its budget.
- e.

10. **Any and all other business the Board may wish to discuss** - village comprehensive plan update: there is a promotional plan Diane needs to review. She had some tree proposals; one crimson king is half dead and 2 ash trees are infested. She is proposing to take the 3 out and then wait until next year's budget to decide about replacements. Proposal also recommended to thin current trees and enlarge mulch areas for existing trees.

11. **Adjourn** - the meeting adjourned at 8:32 p.m.

Respectfully submitted,



Administrative Services Manager

Reviewed by,

Secretary

CARY AREA PUBLIC LIBRARY DISTRICT
Committee of the Whole Special Meeting
Strategic Plan Review
Thursday, August 14, 2014

Minutes

1. **Call to order** – Library Board President Mary Patterson called the meeting to order at 6:10 p.m.
2. **Roll call** – Present were Library trustees Tom Garvin, Barb Kalchbrenner, Mary Patterson, Jan Polep and Lisa Stiegman. Also present were Library Director Diane McNulty and Administrative Services Manager Karen Long.
3. **Review strategic plan** – Mary started by asking a question whether the report should reflect true balance of budget for FY. Diane can update that. Lisa asked about item on page 8, #2 review signage; could something be posted at the outside drop for upcoming programs. On page 9, #3 programs for adults; can we push that with a bookmark at checkout or something like that? Also #1, review programs for under 55? Could we run a concurrent program for adults and kids at same time? Tom asked about page 9, #1 materials for adults we touch on technology but don't have that also listed for the kids on the next page. Scott Migaldi entered the meeting at 6:20 p.m. Diane will add wording to support technology with the youth goals. Jan's questions/comments regarding the board's access to the intranet so they can see the policies. Do we have a policy about keeping the library safe? She also wants to a training plan. These would be tied to the customer service aspect.
4. **Discuss implementation of strategic plan** - Pages 11 & 12 deal with the internal side and Diane wants to talk about organizational changes. She has plans to talk to other libraries who have recently changed the staffing organization to get feedback. For now we have a temporary in-charge for YS and potential retiree for AS. What direction do we want to go in organization? Have one person oversee Info services instead of one per department? Several suggestions were given to get more information on resources. She may not actually hire the full time person until after New Year's but will fill now the part time YS position that is vacant.
5. **Adjourn** – Kalchbrenner motioned to adjourn, Polep seconded. The meeting adjourned at 7:40 p.m.

Respectfully submitted,

Reviewed by,



Administrative Services Manager

Secretary

