

**CARY AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING
COMMITTEE OF THE WHOLE
Thursday, April 9, 2015**

MINUTES

1. **Call to order, committee chair** – Chair Mary Patterson called the meeting to order at 6:05 p.m.
2. **Roll call** – Present were Library Trustees Tom Garvin, Barb Kalchbrenner, Margaret Myers, Mary Patterson and Jan Polep. Also present were Library Director Diane McNulty and Administrative Services Manager Karen Long. Scott Migaldi was present via telephone.
3. **Interview architectural firm, 845 Design Group** – Megan Harte, Anne Kulick, Dina Tsiolis and Jamie Zaura made their presentation to the board. All have worked with other firms before creating their own. The library has worked with Dina for interior designs and Jamie assisted in the project for adding the heat system to our sidewalks. One of their recent library projects was an addition to the Carol Stream Library. Part of their presentation featured several new floor plans with options for study rooms.
4. **Any and all other business the Board may wish to discuss** – no other business was discussed.
5. **Adjourn** – the meeting adjourned at 6:35 p.m.

Respectfully submitted,



Administrative Services Manager

Reviewed by,

Chair

CARY AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING
Thursday, April 9, 2015

MINUTES

1. **Call to order** - Library 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, Margaret Myers, Mary Patterson, Jan Polep and Lisa Stiegman. Also present were Library Director Diane McNulty and Administrative Services Manager Karen Long. Also present via telephone was Scott Migaldi. Newly elected board member George England was also in attendance.
3. **Approval of regular board minutes from:**
 - a. **Regular Board meeting, March 12, 2015** - the minutes from March 12, 2015 were reviewed. Myers motioned to approve the minutes, Garvin seconded. On roll call all ayes, Kalchbrenner abstained.
 - b. **Committee of the Whole meeting, March 31, 2015** - the minutes from March 31, 2015 were reviewed. Myers motioned to approve, Stiegman seconded. Migaldi abstained.
4. **Communications**
5. **Treasurer's Report** - Kalchbrenner reported the month opened with a balance of \$2,764,100.00. Received \$645.72 in Personal Property Replacement Taxes, \$476.16 in Non-Resident fees and a \$650.00 impact fee. Interest is still below projections. Ended month with a balance of \$2,643,600.00. Motion to accept by Garvin, second by Polep. On roll call all ayes, motion approved.
6. **Approval of bills**
 - a. **March 2015** - Kalchbrenner presented bills to be paid. Larger bills included \$420.00 to Automatic Fire Systems for the quarterly inspection, \$3,858.01 to Tigerdirect, Rob Zschernitz's quarterly fee of \$2,175.00, \$175.00 to E Carlson for snow plowing in March and \$740.00 to LANDSNO for the April mowing. Total bills, payroll and transfer to approve \$247,715.45. Motion to approve the bills made by Myers, seconded by Kalchbrenner.
7. **Librarian's report**
 - a. **March statistics**
 - b. **Department news**
 - c. **Director's report**
8. **Unfinished business**
 - a. **Discuss and approve the understanding of services for Lauterbach & Amen** - Motion to approve the understanding of service by Myers, second by Stiegman. On roll call all ayes, Migaldi abstained.

9. New business

- a. **Discuss and approve Ordinance 15-04-01, Ordinance Authorizing Transfer of Funds to FICA Fund** - in order to avoid being negative in the FICA fund we are transferring \$10,000 from the contingency line in the working budget. Motion to approve Ordinance 15-4-01 made by Garvin, seconded by Myers. On roll call all ayes.
- b. **Discuss Architect selection procedure.** - next two meetings on April 21st and April 23rd interviewing two firms each night. Diane would like to discuss all of the presentations after the last presentation on April 23rd.

10. Any and all other business the Board may wish to discuss - no other business was discussed.

11. Adjourn - the meeting adjourned at 7:32 p.m.

Respectfully submitted,


Administrative Services Manager

Reviewed by,

Secretary

**CARY AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING
COMMITTEE OF THE WHOLE
Tuesday, April 21, 2015**

MINUTES

1. **Call to order-** Chair Mary Patterson called the meeting to order at 6:03 p.m.
2. **Roll call-** Present were Library Trustees Tom Garvin, Barb Kalchbrenner, Margaret Myers, Mary Patterson and Lisa Stiegman. Also present were Library Director Diane McNulty and Administrative Services Manager Karen Long.
3. **Interview architectural firm, Product Architecture + Design – Tiffany Nash and Dan Pohrte.** Their company has 6 full-time employees. Most of their projects are in Illinois and they enjoy doing libraries. Their process includes visual diagrams of choices in re-arranging the space. Pricing is an a la carte menu broken down to allow for the project to be done in phases. They would not be providing the project manager.
4. **Any and all other business the Board may wish to discuss –** No other business was discussed.
5. **Adjourn –** the meeting adjourned at 7:18 p.m.

Respectfully submitted,



Administrative Services Manager

Reviewed by,

Chair

CARY AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING
COMMITTEE OF THE WHOLE
Thursday, April 23, 2015

Minutes

1. **Call to order** – Chair Mary Patterson called the meeting to order at 6:04 p.m.
2. **Roll call** – Present were Library Trustees Tom Garvin, Barb Kalchbrenner, Margaret Myers, Mary Patterson and Lisa Stiegman. Also present were Library Director Diane McNulty and Administrative Services Manager Karen Long.
3. **Interview architectural firm, FGM Architects-** Ray Lee, Carol Stolt and Louise Kowalczyk. Described projects at Carol Stream, Engineering library at Northwestern, Grayslake, Ela and Bensenville. They discussed current trends of doing more with less, creating gathering spaces, technology centers (including power sources):
4. **Any and all other business the Board may wish to discuss** – Discussion of pros and cons of each firm. Will probably have to go back to each with questions that we may not have asked each group as they presented. FGM has the longevity, Engberg Anderson is larger, Project Architecture is smaller but have done a range of sizes and mostly libraries. They had a philosophy to solve problems rather than direct solutions. Diane will also ask for some preliminary pricing. Diane discussed her idea of changing the organization structure of staffing. We can't swear in the new board members until after May 18th so they can be at the next meeting but not be official. We will determine at that time when to swear in (either at the June meeting) or at a budget meeting.
5. **Adjourn** – the meeting adjourned at 8:15 p.m.

Respectfully submitted,


Administrative Services Manager

Reviewed by,

Chair