

**CARY AREA PUBLIC LIBRARY DISTRICT**  
**BOARD MEETING**  
**Thursday, August 13, 2015**

**MINUTES**

- 1. Call to order** - Library Board President Jan Polep called the meeting to order at 7:30 p.m.
- 2. Roll call** - Present were Library Trustee George England, Kelly Kuningas, Margaret Myers, Jan Polep, Teresa Sigsworth and Lisa Stiegman. Also present were Library Director Diane McNulty and Administrative Services Manager Karen Long, Joe Huberty and Alice Majka.
- 3. Approval of board minutes from:**
  - a. **Regular Board meeting July 9, 2015** - the minutes from July 9, 2015 were reviewed. Correction to #5; the wording should be "treasurer's report". Motion to approve the minutes as corrected made by England, seconded by Sigsworth.
- 4. Communications**
- 5. Treasurer's report, Treasurer**
  - a. **July 2015** - In the absence of Kalchbrenner the report was presented by Karen Long. The library opened the month with a balance of \$3,164,900.00. Approximately half of the real estate taxes have been received. In August we received \$21,723.36 from McHenry Co. and \$1,847.48 from Lake Co. Also received \$2,674.94 in Personal Property Replacement Taxes from the village. The month ended with a balance of \$3,073,900.00. Motion by Myers to accept the treasurer's report, seconded by Stiegman. Roll call all ayes, motion approved.
- 6. Approval of bills**
  - a. **July 2015** - Long presented the board with bills, payroll and transfers totaling \$282,898.75. Larger checks included \$1,617.80 to Engberg Anderson, \$2,657.19 to CDW Government for the new Epson large printer for Technical Services, \$3,050.00 to LANSNO for mulching plant beds and \$1,248.85 to Sterling Services for the quarterly carpet cleaning. The database renewals for Scholastic (\$4,741.00), TBS (\$3,358.00) and Mango (\$2,893.80) were also paid. There was a retroactive payment of \$6,122.99 to Fort Dearborn for the AD&D policy. Per the new ACA requirements we need to provide that coverage to all eligible insurance employees even if they do not the insurance. Motion by Sigsworth to approve paying the bills, seconded by England. On roll call all ayes, motion approved.
- 7. Librarian's report**
  - a. **July statistics**
  - b. **Dept. news**
  - c. **Director's report**
  - d. **Annual statistics**
- 8. Unfinished Business** - no unfinished business was discussed.

**9. New business**

- a. Discuss and approve selection of construction management firm** - Diane and Karen interviewed 3 companies for construction management along with Joe. The preference was to use Shales McNutt. Motion to hire Shales McNutt as the Advisor option of contractor by Myers, England seconded. On roll call all ayes, motion approved.
- b. Discuss and approve ordinance transferring general funds to the Special Reserve** - These are excess funds not spent at the end of the fiscal year that will go into special reserve to pay for special projects. Have to do by end of August to be used in the previous fiscal year. We will do \$800,000 now and can transfer more after audit complete if we feel we need to. Motion to approve Ordinance 15-8-A by Myers, seconded by Stiegman. On roll call all ayes.
- c. Review Chapter 5, "Technology" of *Serving Our Public 3.0*** - One section has to be reviewed for each year for the grant. Diane reviewed the Technology requirements with the board.

10. **Any and all other business the Board may wish to discuss** - Karen reported the auditor field work went well. We hired a new part time custodian. His name is Blasé Vale and he is adjusting well. The ad is in for the new Head of Public Services.

11. **Adjourn** - Motion by Sigsworth, seconded by Stiegman. The meeting adjourned at 8:45 p.m.

**Respectfully submitted,**

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**Administrative Services Manager**

**Reviewed by,**

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**Secretary**