

# CARY AREA PUBLIC LIBRARY DISTRICT

## BOARD MEETING

Thursday, June 9, 2016

### MINUTES

1. **Call to order** - Library Board President Jan Polep called the meeting to order at 7:00 p.m.
2. **Roll call** - Present were Library Trustees George England, Barb Kalchbrenner, Scott Migaldi, Margaret Myers, Jan Polep, Teresa Sigsworth and Lisa Stiegman. Also present were Library Director Diane McNulty, Head of Support Services Karen Long, Head of Public Services Mona Reynolds, Shaun Kelly from Engberg Anderson and Steve Hendricksen from Shales McNutt.
3. **Approval of board minutes from:**
  - a. **Regular Board meeting May 12, 2016** - The minutes from the May 12, 2016 board meeting were reviewed. One correction on amount of money in Illinois funds in 5a. Motion by England, seconded by Sigsworth.
  - b. **Finance Committee of the Whole June 1, 2016** - The minutes from the Finance Committee of the Whole meeting on June 1, 2016 were reviewed. Motion by Myers, seconded by Kalchbrenner.
4. **Communications**
5. **Treasurer's report** - Kalchbrenner reported the library opened with a balance of \$2,684,800.00. Two Personal Property Replacement Tax checks were received for March and May totaling \$6,387.66. Taxes are coming in from Lake and McHenry counties but will not reflect on balance sheets until after July 1st. All departments are trying to finish up spending for the fiscal year. Closed the month with a balance of \$2,482,100.00. Motion by Stiegman to accept the Treasurer's report, seconded by England. On roll call all ayes, motion approved.
6. **Approval of bills**
  - a. **May 2016** - Kalchbrenner presented the board with bills, payroll and transfers totaling \$337,807.61. Larger bills included \$31,164.20 to Enberg Anderson for architectural fees and \$1,840.00 to Doolan & Dustin for engineering fees. Myers motioned to approve paying the bills, Kalchbrenner seconded. On roll call all ayes, motion approved.
7. **Librarian's report**
  - a. **May statistics**
  - b. **Dept. news**
  - c. **Director's report**
8. **Unfinished Business** – no unfinished business was discussed.
9. **New business**
  - a. **Discuss and award bids for construction Project** - Steve and Shaun presented the bids for the project. Landscaping and Skylights did not have qualified bids. Landscaping was under \$11,000 and should be able to be done within the project without another public bid. Skylight bid did not have a bond attached so it's still open. All companies that bid were vetted. Alternates are on a separate list to discuss whether they will also be awarded. Furniture bid is split by type of furniture needed so 5 separate packages. We do not have to bid out our KI components since we already have them. After awarding the bids contracts will go out tomorrow, materials get ordered and alternates have 90

days to get approved. England motioned to approve the summary of award recommendations except for the alternates, Sigsworth seconded. On roll call all ayes, motion approved.

- b. Discuss and Approve Ordinance 16-6-1, Prevailing Wage Ordinance** - Annual ordinance to pay Prevailing Wage for all contracted positions. Motion by Myers, seconded by Kalchbrenner. On roll call all ayes, motion approved.
- c. Discussion and Approval of Ordinance 16-6-2 Setting Schedule of regular meetings** - Annual ordinance setting board meetings as the 2<sup>nd</sup> Thursday of the month. Motion by Kalchbrenner, seconded by Sigsworth. On roll call all ayes, motion approved.
- d. Discussion and Approval of Ordinance 16-6-3 Appointing Bookkeeper** - Annual ordinance appointing AMCO Services as the bookkeeper for the library. Motion by Myers, seconded by Kalchbrenner. On roll call all ayes, motion approved.
- e. Discussion and Approval of Ordinance 16-6-4 Appointing Attorney** - Annual ordinance appointing Robert W. Smith as the library attorney. Motion by Kalchbrenner, seconded by England. On roll call all ayes, motion approved.
- f. Discussion and Approval of Ordinance 16-6-5 Appointing Auditor** - Annual ordinance appointing the firm of Lauterbach and Amen as the library audit firm. Motion by Myers, seconded by Sigsworth. On roll call all ayes, motion approved.
- g. Resolution 16-06-A Authorizing Public Library District Non-Resident Cards** - Annual resolution required by the State of Illinois for issuing Non-Resident library cards. Motion by England, seconded by Sigsworth. On roll call all ayes, motion approved.
- h. Discussion and approval of the Renewal of the Driveway agreement** - Annual agreement with District 26 for use of the library rear driveway. Motion by Myers, seconded by Kalchbrenner. On roll call all ayes, motion approved.

**10. Any and all other business the Board may wish to discuss** - Diane, Karen & Jan had a phone conference call with Adrienne Booker and Steve Larsen from Ehlers. Adrienne is willing to come out to the June 21<sup>st</sup> meeting to go over the debt certificate financing process with the board. We also have to hire a bond counsel to get the paperwork together. Jan passed out the sheets for Diane's review for the year. Jan would like them back by July 1 so she can present it in Executive Session at the July meeting. We will do the election of officers at the July meeting as well. Budget meeting on June 21<sup>st</sup> at 6:00 with dinner.

**11. Adjourn** - Motion to adjourn made by Kalchbrenner, seconded by Sigsworth. The meeting adjourned at 8:38.

Respectfully submitted,

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Head of Support Services

Reviewed by,

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Secretary