

**CARY AREA PUBLIC LIBRARY DISTRICT  
BOARD MEETING  
Thursday, December 8, 2016**

**Minutes**

- 1. Call to order** - Library Board President Jan Polep called the meeting to order at 7:01 p.m. In the absence of Stiegman, Myers was secretary pro tem.
- 2. Roll call** - Present were Library Trustees George England, Barb Kalchbrenner, Margaret Myers, Jan Polep and Teresa Sigsworth. Also present were Library Director Diane McNulty, Head of Support Services Karen Long and Head of Public Services Mona Reynolds.
- 3. Approval of board minutes from:**
  - a. Regular Board meeting November 10, 2016** - The minutes from November 10, 2016 were reviewed. Motion by Myers, seconded by England.
- 4. Communications**
- 5. Treasurer's report, Barbara Kalchbrenner** - Kalchbrenner reported the library opened with a balance of \$3,518,700.00. Real Estate Taxes are done, Personal Property Replacement Tax received for \$2,443.06 and interest is under projections. Closed the month with a balance of \$2,953,300.00. Motion by England to approve the Treasurer's report, seconded by Sigsworth. On roll call all ayes, motion approved.
- 6. Approval of bills**
  - a. November 2016** - Kalchbrenner presented the board with bills, payroll and transfers totaling \$855,217.86. Majority of the contractors have been paid out. Larger bills included \$6,976.53 to Bibliotheca for annual maintenance renewal, \$795.00 to SenSource to hook up the people counter and \$2,325.00 to Rob Zschernitz for computer consulting. Myers motioned to approve the bills, England seconded. On roll call all ayes.
- 7. Librarian's report**
  - a. November statistics**
  - b. Dept. news**
  - c. Director's report**
- 8. Unfinished Business**
  - a. Renovation update** - Glass in by the sorter and Flex Zone, elevator getting worked on, new drive up open with new book drops, new furniture almost all in.

**9. New business**

- a. Discussion and approval of a travel reimbursement policy** - Bob Smith created a simple version. New form to ask for reimbursement. Barb questioned not tipping taxi or shuttle drivers and Diane removed that verbiage. England motioned to approve the policy as amended, Myers seconded. On roll call all ayes.
- b. Discussion and approval of Resolution 16-12-A adopting Policy in Accordance with Local Government Travel Expense Control Act** - Myers motioned to approve Resolution 16-12-A, seconded by Sigsworth. On roll call all ayes, motion approved.
- c. Proctoring policy and procedures** - This will be approved next month. Mona has more non-cardholders asking for proctoring. She has a draft of proposed policy for the board to review. Would like to ask for \$10 for non-cardholders and our patrons will be free.

**10. Any and all other business the Board may wish to discuss** - Passport service; we have to resubmit the paperwork.

**11. Adjourn** - Motion by Myers, seconded by Sigsworth. The meeting adjourned at 8:32 p.m.

**Respectfully submitted,**

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**Head of Support Services**

**Reviewed by,**

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**Secretary**