

**CARY AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING
Thursday March 9, 2017**

MINUTES

1. **Call to order** - Library Board President Jan Polep called the meeting to order at 7:00 p.m. In the absence of Lisa Stiegman, Teresa Sigsworth 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 on February 9, 2017** - The minutes from February 9, 2017 were reviewed. Motion by England, seconded by Kalchbrenner. All ayes, motion approved. Myers abstained.
4. **Communications**
5. **Treasurer's report** - Kalchbrenner reported the month opened with a balance of \$1,955,100.00. Received \$2,415.98 in Personal Property Replacement Tax. Spending in all accounts is on track. The month ended with a balance of \$1,679,200.00. Motion by Myers, seconded by England to approve the treasurer's report. On roll call all ayes, motion approved.
6. **Approval of bills**
 - a. **February 2017** – Kalchbrenner presented the board with bills, payroll and transfers totaling \$136,622.03. Bills related to the renovation project included \$1,350.00 to RTM Engineering, \$630.00 to Dolan & Dustin, \$5,349.00 to Sentry Security for reinstalling security door access, \$2,738.00 to JASE Plumbing to replaced ejector pit equipment and \$4,155.00 to LFI for the remaining furniture. Lisa Stiegman entered the meeting at 7:10 p.m. Motion by Myers, seconded by Kalchbrenner to approve paying the bills. On roll call all ayes, motion approved.
7. **Librarian's report**
 - a. **February statistics**
 - b. **Dept. news**
 - c. **Director's report**
8. **Unfinished Business** - there was no unfinished business discussed.

9. New business

- a. **Review Sections 1, 2, and 3 of the bylaws and policy** – Suggested changes by Diane: Pg. 5, under policy statement change from books and other to just access to resources. Added 2.3.5 Electronic/Remote participation for attending board meetings by various means. Did reorganization to add new section related to money (investments, fund balance and capital asset policy). Will come back to investment policy at April meeting. Mona is working on collection development policy. Adjusted wording to reflect the strategic plan for our collection.
- b. **Discuss and approve Fund balance/net assets policy** - new policy recommended by the auditors. Templates came from Lauterbach & Amen. Will be fine-tuned and discussed in April.
- c. **Discuss and approve Capital asset policy** - Karen will be meeting with Lauterbach & Amen to refine the policy and procedures; will discuss in April.

10. Any and all other business the Board may wish to discuss - Diane comments from recent ICG meeting. Jan and Diane reported on the legislative breakfast they attended.

11. Adjourn - Myers motioned to adjourn, England seconded. The meeting adjourned at 9:45 p.m.

Respectfully submitted,

Head of Support Services

Reviewed by,

Secretary