

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

MINUTES

1. **Call to order** - Library Board President Jan Polep called the meeting to order at 7:04 p.m. In the absence of Stiegman, Sigsworth was appointed secretary pro tem.
2. **Roll call** - Present were Library Trustees George England, Barb Kalchbrenner, Scott Migaldi, Jan Polep and Teresa Sigsworth. Also present were Library Director Diane McNulty, Head of Support Service Karen Long and Head of Public Services Mona Reynolds.
3. **Approval of board minutes from:**
 - a. **Regular Board meeting January 12, 2017** - the minutes from January 12, 2017 were reviewed. Motion to approve by Migaldi, seconded by England. Motion approved.
4. **Communications**
 - a. **Cary Business Roundtable highlights**
5. **Treasurer's report** - Kalchbrenner reported the library opened the month with \$2,255,100.00. Received \$300.34 in Non-resident fees and the Friends donation of \$10,000 towards the new elevator. Interest is below projections. Closed the month with \$1,955,100.00. England motioned to accept the treasurer's report, Migaldi seconded. On roll all ayes, motion approved.
6. **Approval of bills**
 - a. **January 2017** - Kalchbrenner presented the board with bills, payroll and transfers totaling \$274,390.76. Paying out the last of contractor's bills along with \$1,650.00 to E. Carlson for snow plowing, \$4,575.00 to Library Furniture International for pull out drawers, \$1,195.00 to Peek a book for the annual renewal, \$107.00 for the elevator inspection, \$1,314.50 to Sterling Services for carpet and tile cleaning, \$2,934.29 to CL Graphics for the newsletter, \$5,828.00 to Sherman Mechanical for annual maintenance and \$721.00 to IRMA for volunteer insurance. Motion by England to approve paying the bills, seconded by Kalchbrenner. On roll call all ayes, motion approved.
 - b. **Discuss and approve Director's travel reimbursements for January through June 2017** - Motion by Migaldi to approve the schedule of meetings for the director for Jan to June 2017, England seconded. On roll call all ayes, motion approved.
7. **Librarian's report**
 - a. **January statistics**
 - b. **Dept. news**
 - c. **Director's report**

8. Unfinished Business

- a. **Discuss and approve study room policy** - Motion to approve the policy as amended made by Migaldi, seconded by Sigsworth. All ayes, motion approved.
- b. **Discuss and approve proctoring policy** - That policy has been added to the Information and Technology section of the policy. Motion by Migaldi to approve as amended, seconded by Kalchbrenner. On roll call all ayes, motion approved.

9. New business

- a. **Discuss and approve update to sick leave policy** - new law in effect on January 1, 2017 says we have to allow employees to use a portion of their sick leave for care of family members. Our current policy allowed the use but was not as specific on who are considered family members so Diane amended it. Motion by England, seconded by Migaldi. On roll call all ayes, motion approve.

10. Any and all other business the Board may wish to discuss - Ela has a display celebrating the 50th anniversary of Brown Bear, Brown Bear written by Eric Carle.

11. Adjourn - the meeting adjourned at 8:35 p.m.

Respectfully submitted,

Head of Support Services

Reviewed by,

Secretary