

# CARY AREA PUBLIC LIBRARY DISTRICT

## BOARD MEETING

Thursday, June 8, 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 Teresa Sigsworth, Jason was appointed secretary pro-tem.
2. **Roll call** - Present were Library Trustees George England, Barb Kalchbrenner, Jan Polep, Jason Pinshower and Allison Richmond. Also present were Library Director Diane McNulty, Head of Support Services Karen Long and Head of Public Services Mona Reynolds. Scott Migaldi was present via telephone.
3. **Approval of board minutes from:**
  - a. **Nominating Committee of the Whole May 11, 2017** - the minutes from the Nominating Committee of the Whole meeting on May 11, 2017 were reviewed. Motion by Kalchbrenner to approve the minutes, England seconded.
  - b. **Regular Board meeting May 11, 2017** - the minutes from the regular Board meeting on May 11, 2017 were reviewed. Motion by England, to approve the minutes, Kalchbrenner seconded.
  - c. **Finance Committee of the Whole May 30, 2017** - the minutes of the Finance Committee of the Whole meeting from May 30, 2017 were reviewed. Motion by England to approve the minutes, Pinshower seconded.
4. **Communications**
5. **Treasurer's report** - Kalchbrenner reported the library opened with a balance of \$1,395,200.00. Property taxes are being received; will not be reflected in fund balances until after new fiscal year. Received \$150 from McHenry County for being a polling place in April. Interest below anticipated, fines are a bit under. Closed month with balance of \$1,388,600.00. Motion to approve the treasurer's report made by Richmond, seconded by England. On roll call all ayes, motion approved.
6. **Approval of bills**
  - a. **May 2017** - Kalchbrenner presented the board with payments, payroll and transfers of \$283,093.67. Larger bills included \$1,277.09 to Sterling Services for carpet cleaning, \$1,616.00 to Automatic Fire Systems to replace a compressor, \$1,897.50 to Bob Smith our attorney, \$1,375.00 to Carey Electric for new floor box covers, \$1,384.00 to Bibliotecha for RFID tags, \$2,402.87 to CL Graphics for the newsletter, \$1,563.65 to Sentry Security for burglar/fire service renewal and \$5,580.00 for the Flipster renewal. Motion to approve the bills made by England, seconded by Kalchbrenner. On roll call all ayes, motion approved.
7. **Librarian's report**
  - a. **May statistics**
  - b. **Dept. news**
  - c. **Director's report**

## 8. Unfinished Business

- a. **Review and approve working budget** - Will be doing a transfer by resolution from the general fund to special reserve for the balance of the \$125,000.00 that was budgeted for the loan payments for current fiscal year. Diane still does not have the medical insurance numbers but she budgeted for a 10% increase. Motion by England, seconded by Richmond to approve the working budget for FY 17/18. On roll call all ayes, motion approved.

## 9. New business

- a. **Discuss and Approve Ordinance 17-6-1, Prevailing Wage Ordinance** - annual ordinance that states we will pay all outside contractors at prevailing wage. Motion to approve made by Kalchbrenner, seconded by England. On roll call all ayes, motion approved.
- b. **Discussion and Approval of Ordinance 17-6-2 Setting Schedule of regular meetings** - all board meetings set for the 2<sup>nd</sup> Thursday of the month. Motion by England, seconded by Richmond. On roll call all ayes, motion approved.
- c. **Discussion and Approval of Ordinance 17-6-3 Appointing Bookkeeper** - annual ordinance to appoint AMCO Services as the library bookkeeper. Motion by Kalchbrenner, seconded by Richmond. On roll call all ayes, motion approved.
- d. **Discussion and Approval of Ordinance 17-6-4 Appointing Attorney** - annual ordinance appointing Robert W. Smith as the library attorney. Motion by England, seconded by Kalchbrenner. On roll call all ayes, motion approved.
- e. **Discussion and Approval of Ordinance 17-6-5 Appointing Auditor** - annual ordinance appointing the firm of Lauterbach & Amen as the library auditors. Motion by Pinshower, seconded by Richmond. On roll call all ayes, motion approved.
- f. **Discussion and Approval of Ordinance 17-6-6 Authorizing Transfer of Funds to Special Reserve** – to transfer surplus of \$110,662.62 from the budgeted amount of \$125,000, that was to be applied to the loan, to the Special Reserve Fund. Motion by England, seconded by Kalchbrenner. On roll call all ayes, motion approved.
- g. **Resolution 17-06-A Authorizing Public Library District Non-Resident Cards** - annual resolution required by the state and RAILS that we will allow residents who live in our district to buy a card if the library is not on their tax bill. Motion by Richmond, seconded by England. On roll call all ayes, motion approved.
- h. **Discussion and approval of the Renewal of the Driveway agreement** - annual agreement between the library and the school district to allow Three Oaks School to use our property for their bus driveway. Motion by Pinshower, seconded by England. On roll call all ayes, motion approved.

10. **Executive Session to discuss director performance and compensation** - motion by Kalchbrenner to go into executive session, seconded by Richmond. Meeting went into executive session at 7:49 p.m. Kalchbrenner moved and Pinshower seconded to leave executive session and return to open session. Regular meeting resumed at 8:10 p.m.

11. **Any and all other business the Board may wish to discuss** - Motion to approve a \$7000 bonus out of the balance of salary line for FY16/17 for Diane in appreciation of her work on the renovation project made by England, seconded by Richmond. On roll call all ayes. Motion by Kalchbrenner to have Diane take the amount of \$30,000 to give the staff bonuses as well, seconded by Richmond. On roll call all ayes, motion approved. Mona brought up the study room usage. Would like to see about loosening up the rules. Scott feels strongly we should still limit to only Cary cardholders since their taxes funded the rooms. Ok with allowing more reservations per week but still limit to 2 hours per day. Diane, Mona and Karen will bring back more information to discuss next month.
12. **Adjourn** - motion by Kalchbrenner, seconded by Richmond to adjourn. The meeting adjourned at 8:35 p.m.

Respectfully submitted,

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Head of Support Services

Reviewed by,

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Secretary