

CARY AREA PUBLIC LIBRARY DISTRICT - BOARD MEETING

Thursday, May 11, 2017

7:10 pm – Following the Nominating Committee Meeting

MINUTES

1. **Call to order** – Library Board President Jan Polep called the meeting to order at 7:15 p.m.
2. **Roll call** - Present were Library Trustees George England, Barb Kalchbrenner, Scott Migaldi, Margaret Myers, Teresa Sigsworth and Lisa Stiegman. Also present were Library Director Diane McNulty, Head of Public Services Mona Reynolds and newly elected trustees Jason Pinshower and Allison Richmond.
3. **Approval of regular board minutes from:**
 - a. **Regular Board meeting: April 13, 2017** – the minutes from April 13, 2017 were reviewed. Motion by Myers to accept the minutes, England seconded.
 - b. **Committee of the Whole Finance Meeting – April 27, 2017** – the minutes from April 27, 2017 were reviewed. Motion by Migaldi to accept the minutes and amended the time and date of the next Committee of the Whole meeting, Myers seconded. Stiegman abstained.
4. **Communications**
5. **Treasurer’s Report** – Kalchbrenner reported the library opened the month with a balance of \$1,521,100.00.
 - a. **Status of budget process** - everything in line with what we estimated. Legal & Professional vs Legal Expenses, brief discussion/clarification on what those are. McNulty may remove the Legal from Legal & Professional Expenses. Motion by England to approve the Treasurer’s Report, seconded by Stiegman. On roll call all ayes, motion approved.
6. **Approval of bills**
 - a. **April 2017** – Kalchbrenner presented the board with checks, payroll and transfers totaling \$277,056.58. Larger bills included \$717.00 to Automatic Fire System for compressor replacement, JASE plumbing \$580.00 for toilet support, \$1565.00 to SS Janitorial for monthly cleaning and annual window cleaning. \$3592.69 to IPromoteU for summer reading prizes. Motion by Migaldi to accept bills, seconded by Stiegman. On roll call, all ayes, motion approved.

7. Librarian's report

- a. **April statistics**
- b. **Department news**
- c. **Director's report**

8. Unfinished business

- a. **Discuss and approve Bylaws and Policy** - Migaldi made some style changes and sent to McNulty. Myers brought up Nominating Committee information because it was missing before. Some of the order of the policy was changed. Appendix 1 to be updated because still has old board members on it, waiting until after this meeting to update. Approval of Bylaws and Policy will take place at the next regular board meeting. Do we want to approve at next meeting and get rid of the list of the approved and revised notes? Migaldi suggested changing to a version.

9. Executive session:

- a. To discuss director performance and compensation – Motion by Migaldi, seconded by Myers to go into executive session and allowing Pinshower and Richmond to stay for the session. The meeting entered executive session at 8:10 pm. The regular meeting resumed at 8:51 pm.
- b.

10. New business

- a. **Approve director compensation** - Motion by Migaldi to award Diane a 2% increase, then once final budget for FY17/18 is approved a bonus will be determined, seconded by Kalchbrenner. On roll call, all ayes, motion approved.
- b. **Approve opening of minutes from previous executive sessions** – motion by Migaldi to approve opening up the minutes from January 12, 2017, seconded by Myers. All ayes, motion approved.
- c. **Swearing in of new trustees** - Jason Pinshower and Allison Richmond were administered the oath of office by Polep.
- d. **Election of Officers** - slate from Nominating committee of Jan Polep, President, Scott Migaldi Vice President, Teresa Sigsworth Secretary, Barb Kalchbrenner Treasurer was presented. Motion by England to approve the slate, seconded by Kalchbrenner. On roll call all ayes, motion approved.

11. Any and all other business the Board may wish to discuss - Diane gave Myers and Stigman a gift for their service on the board.

12. Adjourn – motion by Sigsworth, seconded by Kalchbrenner to adjourn. The meeting adjourned at 9:13 p.m.

Respectfully submitted,

Reviewed by,

Head of Public Services

Secretary