

CARY AREA PUBLIC LIBRARY DISTRICT BOARD MEETING

Thursday, August 10, 2017

MINUTES

1. **Call to order** - Library Board President Jan Polep called the meeting to order at 7:00 p.m.
2. **Roll call** - Present were Library Trustees Scott Migaldi, Jan Polep, Allison Richmond 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, July 13, 2017** - the minutes from the meeting on July 13, 2017 were reviewed. Motion to approve made by Sigsworth, seconded by Richmond. On roll call all ayes, Migaldi abstained.
4. **Communications**
5. **Treasurer's report, Treasurer**
 - a. **July 2017** - In the absence of Kalchbrenner, Karen Long presented the Treasurer's Report. Library opened the month with balance of \$2,008,800.00. Received tax receipts of \$19,788.62 from McHenry County and \$1,382.82 from Lake County. Still no per capita grant funds. Closed the month with a balance of \$1,915,300.00. Motion by Richmond to accept the treasurer's report, seconded by Sigsworth. On roll call all ayes, motion approved.
6. **Approval of bills**
 - a. **July 2017** - Long presented the board with bills, transfers and payroll totaling \$242,721.08. Larger bills included \$2,886.60 to CL Graphics for the fall newsletter, \$3,358.00 to Today's Business Solutions for annual maintenance on the coin boxes and PC Reservation. Added Lynda.com as a new database for \$6,300.00 and last set of tables for the meeting room were \$2,868.82 paid to M & M Interiors. Motion by Migaldi to pay the bills, seconded by Richmond. On roll call all ayes, motion approved.
7. **Librarian's report**
 - a. **July statistics** - Self check almost half of all checkouts. Decrease in circulation again over same month last year. Chart with comparison of Circulation from 2008 to 2017. All libraries around are reporting about the same result.
 - b. **Dept. news** - new Library of Thing items; transition to new Evanced products for summer reading, events and meeting room reservations.
 - c. **Director's report** - Discussion on what is included in the monthly reports and statistics. New appraisal for the building, last year the building value was \$3,627,800.00 and now is \$5,425,000.00. Original investment of building and lot was \$466,000.00.
 - d. **Annual statistics** - Diane reported some highlights from the annual report submitted to the state.
8. **Unfinished Business** - no unfinished business was discussed.

9. New business

- a. **Discuss executive session process** - discussed how to be consistent in the approval of minutes vs. the review and releasing the minutes to the public for future executive sessions.
- b. **Discuss Per Capita Grant requirements for FY 2018 and FY 2019** - Trustees need to review Chapters 1 – 5 of the “Trustee Facts File”, 4th Edition. Staff will be reviewing Chapter 12, “Safety” in “Serving our Public”, 3.0. Continuing education is another component along with reviewing outreach services.

10. Any and all other business the Board may wish to discuss - Village asked us to landscape or fence around the dumpster pad; need to add some concrete before doing a fence. Jan and Diane working on Diane’s goals for next year. They include updating the Personnel policy, staffing levels and training. Working on a goal for Diane to have more contact with our patrons instead of just the community leaders and library leaders.

11. Adjourn - Migaldi motioned to adjourn, Sigsworth seconded. The meeting adjourned at 8:36 p.m.

Respectfully submitted,

Head of Support Services

Reviewed by,

Secretary