

**CARY AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING
Thursday, September 14, 2017**

MINUTES

1. **Call to order** - Library Board President Jan Polep called the meeting to order at 7:02 pm.
2. **Roll call** - Present were Library Trustees George England, Barb Kalchbrenner, Jason Pinshower, 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 August 10, 2017** - the minutes from August 10, 2017 were reviewed. Motion by Kalchbrenner to approve, England seconded. Kalchbrenner and England abstained.
4. **Communications**
 - a. **Budget and Appropriation Hearing** - notice of the hearing was published on July 31, 2017. No members of the public were present for the hearing.
 - b.
5. **Treasurer's report**
 - a. **August 2017** - Kalchbrenner reported the library opened with a balance of \$1,914,300.00. Received Non-resident fee for \$109.75 along with taxes from McHenry and Lake Counties. Closed the month with a balance of \$1,823,300.00, Motion by Sigsworth to approve the treasurer's report, seconded by Pinshower. On roll call all ayes, motion approved.
6. **Approval of bills**
 - a. **August 2017** - Kalchbrenner presented the board with bills, payroll and transfer totaling \$246,255.12. Larger bills included \$8,884.00 to Douglas Floor Covering and Folding Partition Services for the meeting room wall repair, \$849.00 to ProjectorPeople.com for south meeting room new projector, \$1,045.43 to Global equipment for new wire shelving for the basement and \$605.36 to JASE Plumbing for the new sump pump. Motion by Richmond to approve the bills, seconded by England. On roll call all ayes, motion approved.
7. **Librarian's report**
 - a. **August statistics** - adjusted the circulation statistics report to show specific circulation for Library of Things (LOT), JStem kits, Book Club bags. Will tweak them again after we change library systems next spring.
 - b. **Dept. news** - added the allowed registrations along with the actual attendance for each program.
 - c. **Director's report**

8. Unfinished Business

- a. Dumpster pad and driveway** - The pad as constructed was not put in the right direction and not large enough for the 2 dumpsters side by side. Our plow company and others say the turn is too tight as you leave the drive-up road. Diane wants to call the village and ask them what our options are to adjust it somehow before putting the enclosure around the dumpsters.
- b. Per capita grant requirements** - Diane has been sending emails with the chapters that need to be reviewed. Will put on the October agenda to discuss the video on RAILS that everyone has to watch. The staff will also watch it at the October staff meeting. Read the chapters from Trustee fact files by the November meeting.

9. New business

- a. Discuss and approve Ordinance 17-09-01 Combined Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2017/2018** - This outlines the maximum amounts for any budget lines in the working budget. Motion by England, seconded by Kalchbrenner. On roll call all ayes, motion approved.

10. Any and all other business the Board may wish to discuss – no other business was discussed.

11. Adjourn - Kalchbrenner motioned to adjourn the meeting, England seconded. The meeting adjourned at 8:10 p.m.

Respectfully submitted,

Head of Support Services

Reviewed by,

Secretary