

# CARY AREA PUBLIC LIBRARY DISTRICT BOARD MEETING

Thursday, November 12, 2009  
7:00 p.m.

Cary Area Library  
Meeting Room  
1606 Three Oaks Road

## MINUTES

*Corrected 12-16-09*

1. Call to order, Margaret Myers, Board President - Library Board President Margaret Myers called the meeting to order at 7:00 p.m.
2. Roll call, Rebecca Lee, Secretary - Present were Library Trustees Tom Garvin, Barb Kalchbrenner, Rebecca Lee, Scott Migaldi, Margaret Myers and Jan Polep. Also present were Library Director Diane McNulty, Administrative Assistant Karen Long and library auditor Sue Coen.
3. Approval of board minutes from:
  - a. Regular Board meeting October 6, 2009 - The minutes from October 6, 2009 were reviewed. One sentence in Unfinished Business needed wording clarified; should be "if we do all meetings as committee of the whole..." Garvin motioned to approve the minutes as corrected, Kalchbrenner seconded. On roll call Garvin, Kalchbrenner, Lee, Myers and Polep aye, Migaldi abstained. Motion approved.
  - b. Committee of the Whole Meeting October 15, 2009 - The minutes from October 15, 2009 were reviewed. Kalchbrenner motioned to approve the minutes, Migaldi seconded. On roll call Garvin, Kalchbrenner, Migaldi, Myers and Polep aye, Lee abstained. Motion approved.
4. Communications
  - a. Presentation and approval of audit - Sue Coen gave the board her presentation of the annual audit. She said everything looked in order including all the bids and payments for the renovation project. The amounts paid for the workers and furnishings are all reflected in the inventory for depreciation purposes. Migaldi motioned to **accept** the audit; Kalchbrenner seconded. On roll call all ayes, motion approved.
5. Treasurer's report, Barbara Kalchbrenner, Treasurer – Kalchbrenner reported the month opened at \$2,556,400.00. \$2706.79 was received in Personal property replacement taxes along with several more tax deposits from Lake & McHenry counties. Impact fees of \$1950.00 and \$430.58 in Non Resident fees were also received. Mr. Tafel made his annual donation of \$200.00. The month closed with a balance of \$2,469,800.00. Lee motioned to approve the treasurer's report, Polep seconded. On roll call all ayes, motion approved.
6. Approval of bills
  - a. October 2009 – Kalchbrenner presented the board with \$183,718.10 in bills to approve (includes payroll, checks from previous month and current checks). Larger checks included \$6450.00 to Sue Coen for the audit, \$405 to Fox River Glass & Mirror for caulking the skylight, \$300 for Digital Past and \$1960.00 to Standguard for the annual camera inspection and installation of 3 new cameras. Migaldi motioned to approve paying the bills, Polep seconded. On roll call all ayes, motion approved.

7. Librarian's report
  - a. October statistics
  - b. Dept. news
  - c. Director's report
  
8. Unfinished Business
  - a. Discuss and approve library policy - Diane had made the corrections of wording and punctuation made at the last board meeting. Migaldi motioned to approve the policy with the changes made; Kalchbrenner seconded. On roll call all ayes, motion approved.
  
9. New business –
  - a. Flu Plan - Tom brought up the idea of creating some kind of sick bank or plan for the staff who do not receive sick time so that if they get the flu it will not be a huge impact on their pay. He suggested maybe making it a temporary benefit of 5 days paid sick leave through February. Both Diane and Karen felt that historically if staff are sick they will stay home; not come in just to get paid. No plan was approved.
  
10. Any and all other business the Board may wish to discuss - Diane needed confirmation that we will continue to have a \$10,000 deductible for our insurance with IRMA. Based on the fund balance shown in the audit the board agreed to continue the \$10,000 deductible amount. . She also asked if based on the policy approved today do we want to decide now to close on Monday July 5<sup>th</sup> because that is the federal holiday. And she questioned if we should change the wording in the policy about this holiday closing date? The board agreed to be closed on Monday the 5<sup>th</sup> and to not change the policy because it leaves the flexibility in for year to year decisions about holiday closings.
  
11. Adjourn - The meeting adjourned at 8:40 p.m.

Respectfully submitted,

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Administrative Assistant

Reviewed by,

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Secretary