

CARY AREA PUBLIC LIBRARY DISTRICT BOARD MEETING

**Thursday, May 12, 2011
7:00 p.m. (Following Finance Committee Meeting)**

**Cary Area Library
Meeting Room
1606 Three Oaks Road**

MINUTES

1. Call to order, Margaret Myers, Board President - Library Board President Margaret Myers called the meeting to order at 8:30 p.m.
2. Roll call, Rebecca Lee, Secretary - Present were Library Trustees Tom Garvin, Barb Kalchbrenner, Rebecca Lee, Scott Migaldi, Margaret Myers, Gary Neudahl and Jan Polep. Also present were Library Director Diane McNulty, Administrative Assistant Karen Long and trustee elect Susan Brabeck.
3. Approval of board minutes from:
 - a. Regular Board meeting April 14, 2011 - the minutes from the April 14, 2011 board meeting were reviewed. 2 corrections were noted by Kalchbrenner. Under New Business the word non-topical should be topographical. Under item #10 the last sentence should say "budget meeting to precede" not follow the regular board meeting. Kalchbrenner motioned to accept the minutes as corrected; Migaldi seconded. On roll call Garvin, Lee, Myers, Neudahl and Polep aye, Kalchbrenner and Migaldi abstained. Motion approved.
 - b. Policy Committee of the Whole April 28, 2011 - the minutes from the Committee of the Whole meeting on April 29, 2011 were reviewed. Garvin motioned to approve the minutes, Polep seconded. On roll call Garvin, Kalchbrenner, Migaldi, Myers, Neudahl and Polep aye, Lee abstained. Motion approved.
4. Communications
5. Treasurer's report, Barbara Kalchbrenner, Treasurer - Kalchbrenner reported the library opened the month with \$2,135.600.00. We received the NSLS donation we gave them last year for van delivery and it was put back into contingency to be use for computer equipment. The library ended the month with balance of \$2,034.700.00. Migaldi motioned to approve the treasurer's report, Neudahl seconded. On roll call all ayes, motion approved.
6. Approval of bills
 - a. April 2011 – Kalchbrenner asked to schedule a 2nd finance committee meeting to finish up the budget discussion from earlier in the evening. The meeting will be on June 2nd at 6:30 p.m.
She presented the board with bills and transfers totaling \$161,879.43. Larger bills include \$2288.30 to CDW government for computers, \$600 for the annual Askaway renewal, \$810.00 for the annual Management Association renewal, \$781.05 to Combined Roofing Service for the roof leaks, \$137.00 to H.R. Stewart for checking a leak on the water fountain and \$2620 for mulch and the first month of landscaping to

LANSNO. Migaldi motioned to approve paying the bills, seconded by Kalchbrenner. On roll call all ayes, motion approved.

7. Librarian's report
 - a. April statistics – the months statistics were presented
 - b. Dept. news – the department news was presented
 - c. Director's report
8. Unfinished Business - there was no unfinished business.
9. New business
 - a. Review and approve Policy and Bylaws updates - Diane presented the board with the Policy and Bylaws with the corrections and additions discussed at the Committee of the Whole meeting on April 29, 2011. Kalchbrenner motioned to approve the updated Policy and Bylaws, Polep seconded. On roll call all ayes, motion approved.
 - b. Review and approve Personnel Policy updates - Diane presented the board with the updated Personnel Policy discussed at the Committee of the Whole meeting on April 29, 2011. Garvin motioned to approve the updated Personnel Policy, Neudahl seconded. On roll call all ayes, motion approved.
 - c. Swearing in of new Library Trustees - Margaret Myers and Susan Brabeck were sworn in as library trustees.
10. Executive session (to discuss personnel) - Migaldi motioned to go into executive session to discuss personnel, Polep seconded. The board began executive session at 9:10 p.m.
11. The Executive session ended at 9:37p.m. Migaldi motioned to approve a 1.75% salary increase for the director and also a line item for director's professional development as a discretionary fund to spend as you see fit with a beginning amount of \$800 (this amount may change based on budgetary constraints). Polep seconded. On roll call all ayes, motion approved.
12. Any and all other business the Board may wish to discuss - Karen had information from 5/3 Bank about their community partner programs. She said she would scan it and email to the board for review.
13. Adjourn - the meeting adjourned 9:40 p.m.

Respectfully submitted,

Administrative Assistant

Reviewed by,

Secretary