

CARY AREA PUBLIC LIBRARY DISTRICT BOARD MEETING

Thursday, June 9, 2011
7:15 p.m. (Following Nominating Committee Meeting)

Cary Area Library
Meeting Room
1606 Three Oaks Road

MINUTES Corrected 7/25/11

1. Call to order, Margaret Myers, Board President - Library Board President Margaret Myers called the meeting to order at 7:09 p.m.
1. Roll call, Rebecca Lee, Secretary - Present were Library Trustees Susan Brabeck, Tom Garvin, Barb Kalchbrenner, Margaret Myers and Jan Polep. Also present were Library Director Diane McNulty and Administrative Assistant Karen Long. In the absence of Rebecca Lee Polep was asked to be secretary pro tem.
2. Approval of board minutes from:
 - a. Regular Board meeting May 12, 2011 - The minutes from the regular board meeting on May 12, 2011 were reviewed. Garvin motioned to accept the minutes, Kalchbrenner seconded. On roll call all ayes, motion approved.
 - b. Finance Committee of the Whole May 12, 2011 - The minutes from the Finance Committee meeting on May 12, 2011 were reviewed. Polep motioned to accept the minutes, Kalchbrenner seconded. On roll call all ayes, motion approved.
 - c. Finance Committee of the Whole June 2, 2011 - The minutes from the Finance Committee meeting on June 2, 2011 were reviewed. Kalchbrenner motioned to accept the minutes, Brabeck seconded. On roll call all ayes, motion approved.
3. Communications
4. Treasurer's report, Barbara Kalchbrenner, Treasurer - Kalchbrenner reported the month opened with \$2,034,700.00. Beginning to receive real estate taxes; we received \$99,951.07 from McHenry Co. and \$91,417.8 from Lake Co. There was a \$5000 donation from the Liebmann Trust, \$30 for birthday book club; and \$2114.00 in Personal Property Replacement Taxes. The library ended the month with a balance of \$1,918,900.00. Polep motioned to approve the treasurer's report; Garvin seconded. On roll call all ayes, motion approved.
5. Approval of bills
 - a. May 2011 - Kalchbrenner presented the board with bills, checks and transfers for total of \$177,821.62. Larger bills included \$500 to SRBL Architects for consulting fees, \$1600 to American Survey for the plat of survey needed for the sidewalk project, \$2247.60 to CL Graphics for the newsletter, \$500 renewal for the Overdrive download station, \$245.55 to HR Stewart for plumbing work, \$ to 1,786.00 to Sherman Mechanical for the ductwork repairs, and the annual renewal for the Mango database for \$2,625.00. Kalchbrenner motioned to approve the bills, Garvin seconded. On roll call all ayes, motion approved.

6. Librarian's report

- a. May statistics – the May statistics were presented
- b. Dept. news – the Dept. news was presented
- c. Director's report

7. Unfinished Business

- a. **Discuss and approve the FY 2011/2012 working budget** - Diane made 2 changes since the discussion at the Finance Committee meeting. She added \$2000 to unemployment comp and removed 1 staff person from the buyout of insurance. Salaries are reduced by 1 librarian position and a raise to interim department head and adding three 15 hour positions (one as Betty's replacement). These adjustments bring the budget under by \$28,561.46; before the salary changes we were more than \$8,000 over. It was determined to put contingency to \$20,500.00. Diane did not include the \$800 designated by the board for director's professional development but the board had her add into 4070 under Director Development. Garvin motioned to approve the 2011/2012 budget as amended this evening, Kalchbrenner seconded. On roll call all ayes, motion approved.

8. New business

- a. **Discuss and Approve Ordinance 11-6-1, Prevailing Wage Ordinance** - Kalchbrenner motioned to approve Ordinance 11-6-1, Polep seconded. On roll call all ayes, motion approved.
- b. **Election of Officers** - The slate of officers from the nominating committee was presented: President Margaret Myers, Vice President Scott Migaldi, Secretary Jan Polep, and Treasurer Barb Kalchbrenner. Brabeck motioned to approve the slate, Kalchbrenner seconded. On roll call all ayes, motion approved.
- c. **Discussion and Approval of Ordinance 11-6-2 Setting Schedule of regular meetings** - All board meetings are on the 2nd Thursday of the month. Polep motioned to approve Ordinance 11-6-2, Brabeck seconded. On roll call all ayes, motion approved.
- d. **Discussion and Approval of Ordinance 11-6-3 Appointing Bookkeeper** - AMCO Services will continue to be the library bookkeeper. Garvin motioned to approve Ordinance 11-6-3, Kalchbrenner seconded. On roll call all ayes, motion approved.
- e. **Discussion and Approval of Ordinance 11-6-4 Appointing Attorney** - Robert W. Smith will continue to be the library attorney. Kalchbrenner motioned to approve Ordinance 11-6-4, Polep seconded. On roll call all ayes, motion approved.
- f. **Discussion and Approval of Ordinance 11-6-5 Appointing Auditor** - Susan L. Coen will continue to be the library auditor. Kalchbrenner motioned to approve Ordinance 11-6-5, Brabeck seconded. On roll call all ayes, motion approved.

9. Executive session

- a. Review executive session minutes from July 8, 2010 and May 12, 2011 and decide if they will be made public
- b. Discuss personnel

Garvin motioned to go into executive session to review minutes and discuss personnel, Kalchbrenner seconded. On roll call all ayes, motion approved. The meeting moved into Executive session at 8:33 p.m.

The meeting returned to open session at **8:44** p.m. Polep motioned to make public the executive session minutes from July 8, 2010, Garvin seconded. On roll call all ayes, motion approved.

10. Any and all other business the Board may wish to discuss - Tom mentioned the new farmers market on Sundays in town and felt we should help promote since we are members of the chamber. Diane told him we had bags there with brochures and will feature in the next newsletter.

11. Adjourn - Polep motioned to adjourn the meeting, Garvin seconded. The meeting adjourned at 8:58 p.m.

Respectfully submitted,

Administrative Assistant

Reviewed by,

Secretary