

CARY AREA PUBLIC LIBRARY DISTRICT BOARD MEETING

Thursday, June 12, 2008
7:00 p.m.

Cary Area Library
Meeting Room
1606 Three Oaks Road

MINUTES

1. Call to order, Tom Garvin, Board President - Library Board President Tom Garvin called the meeting to order at 7:04 p.m.
2. Roll call, Margaret Myers, Secretary - Present were Library Trustees Tom Garvin, Barb Kalchbrenner, John Morrison and Margaret Myers. Also present were Library Director Diane McNulty and Administrative Assistant Karen Long.
3. Approval of board minutes from:
 - a. Regular Board meeting May 8, 2008 - The minutes from May 8, 2008 were reviewed. Kalchbrenner motioned to accept the minutes, Myers seconded. On roll call all ayes, motion approved.
 - b. Finance Committee of the Whole June 3, 2008 - Since there was not a quorum present from this meeting the minutes were tabled until the arrival of Gary Neudahl.
4. Communications - Gary Neudahl entered the meeting at 7:07 p.m.
5. **Approval of tabled Committee of the Whole Minutes** – The minutes from June 3, 2008 were reviewed. Myers motioned to approve the minutes, Kalchbrenner seconded. On roll call Garvin, Kalchbrenner, Myers and Neudahl aye, Morrison abstained. Motion approved.
6. Treasurer's report, Barbara Kalchbrenner, Treasurer - Kalchbrenner reported the month opened with a balance of \$1,956,200.00. Taxes were received from both counties but are not reflected in this statement; they are being deferred by the bookkeeper to be reflected in the next fiscal year's budget. The library received \$2700 in fines for the month. The library also received another check for \$50,000 from Mr. Decker for the building fund already established. The month ended with a balance of \$1,895,400.00. Myers motioned to accept the treasurer's report, Kalchbrenner seconded. On roll call all ayes, motion approved.
7. Approval of bills
May 2008 - Kalchbrenner presented the board with bills totaling \$135,195.54 with an additional \$23,398.85 written after the bookkeeper's visit for a total of \$158,594.39. Larger bills included the annual inspection for the fire and burglar systems for \$980.00, \$157.66 to HR Stewart for a leaking toilet, \$396.00 to Automatic Fire Systems for the quarterly inspection, \$60 to Kirchner Fire Extinguishers for the yearly inspection and \$2850.00 to CL Graphics for the summer newsletter. The \$9,245.28 bill to CCS includes a \$4000 I-Bistro yearly renewal fee. Kalchbrenner motioned to approve paying the bills, Morrison seconded. On roll call all ayes, motion approved.

8. Librarian's report

- a. May statistics – The statistics for May were presented
- b. Dept. news- The director reported the Department news
- c. Director's report- The Director's report was given

9. Unfinished Business

- a. Review, discuss and approve the FY 2008/2009 working budget – The director presented the revised budget with corrections to the IMRF and FICA items due to the elimination of one position. She added \$1000 to the Misc. conferences line and \$1000 to the additional database line. The ending balance for the budget was \$1,575,898.07 with the special reserve project budget estimated at \$435,925.00. Neudahl motioned to approve the FY 2008/2009 budget with the 2 additions noted above. Myers seconded. On roll call all ayes, motion approved.
- b. For the Special Reserve renovation project Diane asked the board to review the 2 options in the proposal from Executive Workspace Consultants. The first proposed option was the either remove all shelves to paint behind or just removed the bottom shelf for the carpeting but not paint behind all wall shelves. The board decided to choose removing all wall shelves for painting. The second option was what materials (drywall vs. modular walls) for the small vending café. After discussion the motion was made by Kalchbrenner to proceed with EWC's proposal for library renovation including Option #1 for the main library area and will approve the café option after receiving more visual information about how the café would look with the 2 options outlined in the proposal. Myers seconded the motion. On roll call all ayes, motion approved.
- c. Repair work for the roof is also included in the Special Reserve spending. The proposal from American Roofing is around \$30,000. Tom asked if we have to go out to bid since it's a company we already have a maintenance agreement with. Diane will check with the attorney about that. Diane also asked the board about their thoughts about the RFID proposal. She feels that it is something that we have talked about doing and will do and that this may be the time to implement since the gates would have to be changed and could be done while the re-carpeting is going on. It was decided that Diane and Margaret would get more information from the vendors at ALA and bring back that information to the July meeting for a decision.

10. New business

- a. Discuss and Approve Ordinance 08-6-1, Prevailing Wage Ordinance - This ordinance needs to be approved every year. Kalchbrenner motioned to approve Ordinance 08-6-1, Neudahl seconded. On roll call all ayes, motion approved.

11. Any and all other business the Board may wish to discuss - Diane asked the board if they wanted to be "greener" by having all board documents be electronic and make use of the laptops in the lab for board meeting use. After discussion the board asked to continue the current practice of having the board packets being available on paper. Diane then asked the board if they would be willing to allow another staff person to have a credit card for purchases. Our credit card company allows multiple cards with different limit thresholds. The Youth Services Department head does multiple purchases for craft or prize items that she has to expense each month and having her own card would make the purchasing more efficient. The board agreed to allow one more credit card to be added to the account. Tom then passed out the director's evaluation to be completed by the board members. He included envelopes so that they could be returned to him for compilation for the next board meeting.

12. Adjourn - The meeting adjourned at 8:30 p.m.

Respectfully submitted,

Administrative Assistant

Reviewed by,

Secretary