

**CARY AREA PUBLIC LIBRARY DISTRICT  
BOARD MEETING**

**COMMITTEE OF THE WHOLE  
FINANCE COMMITTEE**

**Thursday, June 4, 2009  
6:30 p.m.**

**Cary Area Library  
1606 Three Oaks Road**

**MINUTES**

1. Call to order, Barbara Kalchbrenner, committee chair –  
Tom Garvin called the meeting to order at 6:40 p.m.
2. Roll call - Present were Library Trustees Tom Garvin, Rebecca Lee, Scott Migaldi, Margaret Myers and Jan Polep. Also present were Library Director Diane McNulty and Administrative Assistant Karen Long.
3. Swearing in of newly elected trustee –  
Tom Garvin administered the oath of office to re-elected trustee Scott Migaldi. Gary Neudahl entered the meeting at 6:45 p.m.
4. Discuss the budget for FY 2009-2010 –  
Diane passed out copies of the proposed Estimated Income for FY 2009 -2010 and the proposed budget. On the screen Karen had displayed the current year budget along with spending amounts through the end of April 2009. The estimated income was reviewed first; overall we anticipate receiving \$200,000 more than last year. She proposed \$10,000 in interest compared to \$35,000 last year since rates are still really low and also a \$2000 reduction in fine estimates. She also reduced the per capita grant estimate to \$25,000 from \$30,000, reduced grants to \$2500, reduced Non-Resident fees by \$500 and lowered annexation fees to \$1000 from \$2000 since we have only received 2 fees this year. Bottom line on total estimated income is \$1,756,258.29. She asked the board if they would be willing to absorb the fees charged by E-pay. With the upcoming migration with SIRSI and the ability to accept Visa if we absorb fees she feels it may be money worth spending; we might receive more revenue by giving that option to patrons. Another library had done an analysis and using those figures she had determined if all \$30,000 received this year in fines was paid through E-pay it would cost the library around \$900. She asked the board to think about adding that option this year.

Then the new budget was discussed. At this point Diane said for the first time the budget in front of the board has an excess amount of around \$110,000.00 so there is some room to add to line items; not the opposite that we have had in the past. While she initially considered freezing salaries she feels she can raise the salary base by 2% and do a merit increase of up to 2%. Overall the increase pool is 3.42%. The Consumer Price Index is at 4.1%. The insurance went up 2.5%. One major change in materials is moving \$5000 from print reference to the database line. In discussing materials another \$1000 was added to Fiction books and \$2000 to Youth Services books. In the database line WebDewey was just added for an additional \$205.00. The board proposed putting in money to PR to have another Open House next April. This would fund refreshments and giveaways and possibly entertainment

like we had last year. The Kindle was also discussed but Diane proposed asking the Friends to pay for it since its newer technology. Tom asked if patrons ask to scan items. This could be another revenue source if we had a scanner that could directly load to a usb drive. Diane said we would have to look into it since our copiers can scan but we don't know how it would work with the pay stations. One of the technology items on Linda's list is a camera/printer combo to take pictures and print out when a child gets their first library card.

Diane then asked about staffing changes. Due to a vacancy in Adult Services instead of replacing the vacant part time position with another part timer Diane would like to promote Amy Ketzner who currently works evenings to full time. Amy has an MLS and was a former director of a small library before moving here. She could do the programming and PR work and then we would replace her with one more part time position to cover the evenings. Diane would also like to add some hours to the 2 part time Youth Services staff to increase coverage as well for evenings and weekends. The board agreed that the programming position was eliminated last year and this would be the opportunity to add that position. Diane also said she was considering changing the library cards to a vending card and she would also like to take advantage of some of the surveys that Management Association offers like employee opinion, a job description evaluation and a compensation evaluation. The employee opinion survey would cost around \$1600; she's not sure how much the other 2 cost.

5. Any and all other business the Board may wish to discuss – no other business was discussed.
6. Adjourn – The meeting adjourned at 9:20 p.m.

Respectfully submitted,

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Administrative Assistant

Reviewed by,

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Chair