

# **CARY AREA PUBLIC LIBRARY DISTRICT BOARD MEETING**

**Thursday, September 10, 2009  
7:00 p.m.**

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

## **MINUTES**

*Corrected 10/13/09*

1. Call to order, Margaret Myers, Board President - Library Board President Margaret Myers called the meeting to order at 7:01 p.m.
2. Roll call, Rebecca Lee, Secretary – Present were Library Trustees Tom Garvin, Scott Migaldi, Margaret Myers, Jan Polep and Gary Neudahl. Also present were Library Director Diane McNulty and Administrative Assistant Karen Long.
3. Approval of board minutes from:
  - a. Regular Board meeting August 13, 2009 – The minutes from August 13, 2009 were reviewed. Migaldi motioned to approve the minutes, Polep seconded. On roll call all ayes, motion approved.
4. Communications
5. Treasurer's report, Barbara Kalchbrenner, Treasurer – Long gave the Treasurer's Report. The month opened at \$2,014,400.00. McHenry County taxes received were \$15,419.00 and Lake County taxes received were \$1306. Personal Property Replacement taxes received were \$243 and fines were \$2286. Fax money received was \$115. Donations in total of \$720 in memory of Carol Morgan received since July. Interest is still low, tax receipts are at the halfway point and spending is in line. The month closed at \$2,035, 900. Garvin motioned to accept the treasurers report, Neudahl seconded. On roll call all ayes, motion approved.
6. Approval of bills
  - a. August 2009 – Long presented the board with bills totaling \$153,219.83 with an additional \$32,236.17 written after the bookkeepers visit for a total of \$185,456.00. Larger checks include 2 out of Special Reserve; one for \$1,292.86 to Business Section for the binder bins for the Admin office and \$1245 to Meilahn Manufacturing for the backpack rods and dividers for the hold shelf. There was a check to Sherman Mechanical for \$7,584.00 for the 2 heat exchangers replaced on the rooftop units and \$2,962.80 to Anderson Lock for the 2 exterior doors replaced. The check for \$3,825.80 to MNJ Technologies is licenses for Microsoft Office 2007 and virus protection. The check to 3M for \$5,030.76 is the annual renewal for the self check maintenance and \$2,264.75 to Today's Business Solutions included \$2200.00 for the new Room Reserve module for online meeting room reservations. We also paid our attorney \$1,100.00 for services from June to September. Migaldi motioned to approve paying the bills, Polep seconded. On roll call all ayes, motion approved.
7. Librarian's report
  - a. August statistics – The August statistics were presented
  - b. Dept. news – The Director presented the Department news
  - c. Director's report

8. Unfinished Business - There was no unfinished business

9. New business

a. Discuss and Library Policy –

Section 5 through the appendix was reviewed. Diane will update the corrections and load to Web for review. She will also put it on the agenda to approve in Oct.

b. Discussion of *Serving Our Public*, Chapter 8, Public Services –

Diane has been working with Linda to update the Tech Atlas which compiles all of our computer hardware, software programs and phone system. This year we added Web Junction to our databases. For Reference and Readers Advisory we are all compliant; just may not have all in the correct formats. On our website we have links to village and school websites for minutes. We have Meebo but not instant messaging. We don't keep the newspapers for more than 3 months and Crystal Lake has the back issues on microfilm for the Northwest Herald. We don't restrict who we provide Reference Service. If we need to refer to other agencies we route through Askaway. We offer multiple databases for in-house use for non-card holders and in-house and remote access for library card members. We have multiple reference sources either in print or on line. The size of collection would be considered still "growing", not "established".

c. Amend the hearing date for Resolution 09-08-A estimating cost of capital projects –

The correct date should be October 6<sup>th</sup> not October 8<sup>th</sup> that was originally published. The hearing notice was republished on Sept. 10, 2009. Migaldi motioned to approve Resolution 09-08-A with the corrected date, Garvin seconded. On roll call all ayes, motion approved.

d. Discuss and approve Resolution 09-09-A Resolution Determining Amount of Money

Estimated to be Necessary to be Raised by Taxation for the 2009/2010 Fiscal Year –

This is Black Box notice for the paper we need published for **approval** of the levy in October. The proposed amount is \$1,936,300. Neudahl motioned to approve Resolution 09-09-A, Polep seconded. On roll call all ayes, motion approved.

10. Any and all other business the Board may wish to discuss –

A copy of the Library's Ethics ordinance is included in the packet based on the question from the August meeting. Diane found out that the Algonquin Program card fee is \$100 for 12 months for non residents who want to attend programs at Algonquin. Diane was also approached by Integrated Marketing Group who presented an idea for partnering to do a fundraiser for us. Patrons would get a \$5 **gift** card to Papa **Saverio's** for attending a program. We would get a percentage back from them after the gift card was redeemed and Diane suggested that the Friends be the recipients of the proceeds. The board felt that could be a good partnership to have and also be a benefit to the Friends. Diane also asked to set a date in October for a possible separate meeting to discuss the personnel policy since the October board meeting will be a short one.

11. Adjourn - the meeting adjourned at 8:57 p.m.

Respectfully submitted,

---

Administrative Assistant

Reviewed by,

---

Secretary