

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

**Thursday, June 11, 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 7:03 p.m.
2. Roll call, Margaret Myers, Secretary –  
Present were Library Trustees Tom Garvin, Barb Kalchbrenner, Rebecca Lee, Margaret Myers and Jan Polep. Also present were Library Director Diane McNulty and Administrative Assistant Karen Long.
3. Approval of board minutes from:
  - a. Regular Board meeting May 14, 2009 - The minutes from May 14, 2009 were reviewed. Myers motioned to approve the minutes, Kalchbrenner seconded. On roll call Garvin, Kalchbrenner, Myers and Polep aye, Lee abstained. Motion approved.
  - b. Finance Committee of the Whole June 4, 2009 - The minutes from June 4, 2009 were reviewed. Myers motioned to approve the minutes, Lee seconded. On roll call Garvin, Lee, Myers and Polep aye, Kalchbrenner abstained. Motion approved.
4. Communications
5. Treasurer's report, Barbara Kalchbrenner, Treasurer –  
Kalchbrenner reported the library opened the month with \$1,616,100.00. The library is beginning to receive tax revenues from Lake and McHenry Counties but it will not reflect in the reports until the new fiscal year. We received a \$581.00 refund from Ebsco and \$500 from the junior high towards the author visit we had in May. The Friends also reimbursed \$787 we paid for the banner and shirts for Battle of the Bands. We have still not received the per capita grant money. The month ended with a balance of \$1,536,600.00. Lee motioned to accept the treasurers report, Polep seconded. On roll call all ayes, motion approved.
6. Approval of bills
  - a. May 2009 - Kalchbrenner presented the board with bills totaling \$101,261.74 with an additional \$3,309.27 written after the bookkeepers visit for a total of \$124,652.01. Larger bills included \$1250 to Alexian Brothers for the annual wellness program, \$500 to Overdrive for annual renewal, \$795.50 to Standguard for the fire and burglar inspection, \$3102 to CL Graphics for the summer newsletter and \$1309.65 to The Business Section for the circ desk parts. Myers motioned to approve paying the bills, Lee seconded. On roll call all ayes, motion approved. Gary Neudahl entered the meeting at 7:15 p.m.
7. Librarian's report
  - a. May statistics – The monthly statistics were presented
  - b. Dept. news – The department news was presented
  - c. Director's report

## 8. Unfinished Business

- a. Review, discuss and approve the FY 2009/2010 working budget – Diane began by listing items that she had adjusted after the finance committee meeting. equipment line and she took out the special reserve items from the main budget. She also had personnel items listed at the end of the budget; the extra hours for 2 of the Youth Services part timers, an amount for a full time person for Adult Services along with the IMRF, FICA and insurance to go with that position. She then asked for the board to consider 2 other items not listed. She had mentioned before wanting to do some of the surveys that the Management Association offers; one being an employee opinion survey, one a compensation survey and one on job descriptions. She did not have total pricing but knows roughly how much Crystal Lake spent to do all 3 over a 2 year period. The other item for consideration would be to increase the 2<sup>nd</sup> part time custodian from 15 hours to 25 hours and increase his salary at the same time. If this happened it would add to the IRMA and FICA but not the insurance line. After discussion about the compensation for this position it was determined to move the position from 18 to 25 hours. This discussion also helped determine the need for a compensation survey so that board approved moving \$12,000 into the consultant line with the intent that Diane will get further pricing and if a resolution to adjust the line is needed that can be completed at a later date. Kalchbrenner motioned to approve the FY 2009/2010 budget as amended here tonight, Neudahl seconded. On roll call all ayes, motion approved.
- b. Review and discuss library policy - this item was tabled until a further meeting due to the length of the meeting.

## 9. New business

- a. Discuss and Approve Ordinance 09-6-1, Prevailing Wage Ordinance - this is the annual ordinance that states we will pay the prevailing wage for any outside contractors. Lee motioned to approve the ordinance, Myers seconded. On roll call all ayes, motion approved.

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

Tom passed out the form for Diane's review along with an envelope for returning to him. He asked the other board members to fill out in the next 2 weeks and he would tabulate the results for the next board meeting. We will post an executive session for the July meeting.

## 11. Adjourn - the meeting adjourned at 8:55 p.m.

Respectfully submitted,

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Administrative Assistant

Reviewed by,

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Secretary