

**CARY AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING**

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

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

MINUTES

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 Barb Kalchbrenner, Scott Migaldi, Margaret Myers and Jan Polep. Also present were Library Director Diane McNulty and Administrative Assistant Karen Long. Jan Polep was appointed Secretary Pro tem in Rebecca Lee's absence.
3. Approval of board minutes from:
 - a. Regular Board meeting November 12, 2009 – The minutes from November 12, 2009 were reviewed. One correction was made by Myers that under Communications the audit was accepted, not approved. Migaldi motioned to approve the minutes as corrected, Kalchbrenner seconded. On roll call all ayes, motion approved. Tom Garvin entered the meeting at 7:02 p.m.
4. Communications
5. Treasurer's report, Barbara Kalchbrenner, Treasurer - Kalchbrenner reported the month opened with a balance of \$2,469,800.00. Still receiving some tax receipts from Lake & McHenry County but both are almost done for the year. Interest earnings are still way down. There was one gift donation of \$25 and a Non-Resident Fee of \$129.58 was received. The month ended with a balance of \$2,360,700.00. Garvin motioned to approve the treasurer's report, Migaldi seconded. On roll call all ayes, motion approved.
6. Approval of bills
 - a. November 2009 -
Kalchbrenner presented the board with bills and payroll in the amount of \$33,892.39 with an additional \$17,008.23 in checks written after the board meeting and a transfer check of \$150,000.00 for a total of \$200,900.62 to be approved. Larger checks included \$3,002.38 to CL Graphics for the winter newsletter and \$1875 to Rob Zschernitz for the quarterly IT support and also a check to Taurus Construction for soffit repairs in the amount of \$3,875.00. Migaldi motioned to approve paying the bills, Kalchbrenner seconded. On roll call all ayes, motion approved.
7. Librarian's report
 - a. November statistics – The statistics for the month were presented
 - b. Dept. news – the department news was presented
 - c. Director's report

8. Unfinished Business

- a. Discuss and adopt the personnel manual - Diane and Karen had finished writing the Family Medical Leave Act policy and reviewed it with the board. It altered the original sick leave policy which comes first in the manual and then it refers to the FMLA policy which will become part of the appendix due to possible upcoming revisions by the government. Diane then asked whether the board wanted to adopt the policy then send to the attorney for review. The board felt it should be sent to Bob Smith first and then pending any changes adopt it at the January meeting.

9. New business - Jan reported that NSLS is in deep financial trouble due to lack of funding from the state. They are looking for a line of credit to continue operations since their current bank won't provide them one. They have not received any money from the state this fiscal year and if they don't get the line of credit they may have to start furloughing employees in April. Jan asked for support at the legislative breakfast on Feb 15, 2010. Diane said that program was available for registration on the L2 calendar.

10. Executive Session

- a. Review executive session minutes – Garvin motioned to move the meeting into Executive Session, Migaldi seconded. On roll call all ayes. The board moved into executive session at 8:18 p.m. Open session resumed at 8:25 p.m. Migaldi motioned to make the executive session minutes from June 10, 2009, Polep seconded. On roll call all ayes, motion approved.

11. Any and all other business the Board may wish to discuss – There was no other business discussed.

12. Adjourn - The meeting adjourned at 8:26 pm.

Respectfully submitted,

Administrative Assistant

Reviewed by,

Secretary