

**CARY AREA PUBLIC LIBRARY DISTRICT  
BOARD MEETING**

**Thursday, September 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 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 August 14, 2008 - The minutes from August 14, 2008 were reviewed. Myers motioned to approve the minutes; Kalchbrenner seconded. On roll call Garvin, Kalchbrenner and Myers aye, Morrison abstained. Motion approved.
4. Communications
5. Treasurer's report, Barbara Kalchbrenner, Treasurer - Kalchbrenner reported that the library opened the month with a balance of \$2,329,100.00. The grant fund account is showing a zero balance and will be closed out (and removed from the monthly reports). Tax revenue received for the month was \$94,800.00. Another \$1,431.88 in Personal Property Replacement Tax was received. Fines for the month were \$2,800.00. The anonymous donation received has been deposited into the new account at IL Funds along with the proceeds from the Harris account to be the new "Bricks & Mortar" account. The month closed with a balance of \$2,327,400.00. Myers motioned to accept the treasurer's report, Morrison seconded. On roll call all ayes, motion approved.
6. Approval of bills
  - a. August 2008 - Kalchbrenner presented the board with bills totaling \$157,647.18 with an additional \$14,182.17 in checks written after the bookkeepers visit for a total of \$172,459.35. Larger bills included \$2317.50 to KI for new computer chairs, \$1510 to Today's Business Solutions for the PC Reservation annual renewal, \$1350 to Executive Work Space Consultants for the renovation project, \$1860 to Suburban Electric for new exit lights and \$1954.00 to 3M for the annual maintenance on the theft detection system. Rebecca Lee entered the meeting at 7:16 p.m. Myers motioned to approve paying the bills, Kalchbrenner seconded. On roll call Garvin, Kalchbrenner, Morrison and Myers aye, Lee abstained. Motion approved.
7. Librarian's report
  - a. August statistics – the monthly statistics were presented
  - b. Dept. news- the director reported the department news
  - c. Director's report

8. Unfinished Business

a. Discuss and approve wall option for vending café - The two options provided were building a drywall sides or purchasing Genius wall units that have electric, windows and display space. The 2nd option are modular and moveable, the drywall would be permanent. The cost difference between the 2 was \$17,000 on the original proposal but Diane's revised figures from Dina put the cost at \$10,000 after the discounts were applied. Lee motioned to approve upgrading the vending café to the Genius walls, Myers seconded. On roll call all ayes, motion approved.

9. New business

Diane reported that the bid proposal for the renovation project will have a clarified statement saying that due to time constraints the proposal will not run for 30 days. The attorney asked that the board ratify the statement by consensus and all were in agreement. The Pre Bid meeting is scheduled for Wed Sept. 17 at 10:00 a.m. and the Bid opening is scheduled for Friday, Sept. 26th at 4:00 p.m.

a. Discuss and approve project management proposal - Diane had the project management proposal from EWS in the amount of \$18,000. Gus Tsiolis would do the project management and be the coordinator of all contractors. Myers motioned to accept EWS proposal for project management not to exceed \$18,000.00, Morrison seconded. On roll call all ayes, motion approved.

b. Review of the Freedom of Information Act [5 ILCS 140] - This is a requirement for the current per capita grant. We have in our policy a Freedom of Information Act request form and our agendas and minutes of board meetings are posted online and are also available in the library.

c. Review of the Open Meetings Act [5 ILCS 120] - The board watched a DVD presentation from NSLS regarding aspects of the Open Meeting Act that we have to adhere to. These include publishing and announcing meetings with an agenda of items to be discussed. Board members have to be aware that if they meet for any reason outside of the library and regularly scheduled meetings and there is a majority of a quorum it is considered an open meeting and an agenda has to be posted. Board members may attend meetings electronically but are not eligible to vote on agenda items.

d. Discussion of Serving Our Public, Chapter IX, Facilities-Implications of Technology on Designing/Redesigning a Building - Part of our remodeling project will include putting power and data cables in the floor to be more flexible with where we can put equipment. All of our desk components are modular and ergonomic in design. We offer wireless access for patrons who bring in their own laptops and we are planning to offer wireless printing soon.

e. Review the Ethics Statement [5 ILCS 430] - The board watched a DVD presentation from NSLS regarding the Ethics Statement. In May 2004 the board approved an Ethics Ordinance which outlines the board responsibilities in regards to political activities and solicitation and acceptance of gifts.

10. Any and all other business the Board may wish to discuss - She asked for dates to hold the Bid Award meeting; Oct 2nd at 6:30 in the story room was the date chosen. That meeting will be posted.

11. Adjourn - The meeting adjourned at 8:49 p.m.

Respectfully submitted,

Reviewed by,

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Administrative Assistant

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Secretary