

CARY AREA PUBLIC LIBRARY DISTRICT BOARD MEETING

**Thursday, November 20, 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 7:15 p.m.
2. Roll call, Margaret Myers, Secretary - Present were Library Trustees Tom Garvin, Barb Kalchbrenner and Margaret Myers. Also present were Library Director Diane McNulty, Administrative Assistant Karen Long and Auditor Susan Coen.
3. Approval of board minutes from:
 - a. Regular Board meeting October 9, 2008 - Gary Neudahl entered the meeting at 7:19 p.m. The minutes from October 9, 2008 were reviewed. Neudahl motioned to approve the minutes, Myers seconded. On roll call all ayes, motion approved.
 - b. Special Board Meeting October 30, 2008 - the minutes from October 30, 2008 were reviewed. Myers motioned to approve the minutes, Kalchbrenner seconded. On roll call all ayes, motion approved.
4. Communications
 - a. Presentation and approval of audit – Library Auditor Susan Coen presented the audit for FY 2007/2008. Neudahl motioned to accept the audit, Kalchbrenner seconded. On roll call all ayes, motion approved.
5. Treasurer's report, Barbara Kalchbrenner, Treasurer
Kalchbrenner reported the library opened the month with \$2,792,700.00. The library still received \$23,355.44 in tax receipts from McHenry County and \$590.68 from Lake County. The library also received \$2,338.30 in Personal property replacement tax. Fines for the month were \$3,100.00. We received a \$1000 grant from Target that will be used to purchase items for the early literacy center and also received a \$200 donation from Mr. Taffel. The month ended with a balance of \$2,647,500. Myers motioned to approve the treasurer's report, Neudahl seconded. On roll call all ayes, motion approved.
6. Approval of bills
 - a. October 2008 - Kalchbrenner presented the board with bills totaling \$202,987.70 with an additional \$42,739.23 written after the bookkeepers visit for a total of \$245,726.93. Larger bills included \$9,947.50 for the deposit on the shade for the atrium, \$2,629.00 to Automatic Fire System for the quarterly inspection and replacement of 8 feet of sprinkler pipe that was leaking. Double S Janitorial bill

includes the annual cleaning of all windows. \$1191 was paid to ISBS for the quarterly copier billing and \$2,811.00 to Fox River Glass and Mirror for the deposit on the replacement of the front doors. Neudahl motioned to approve paying the bills, Myers seconded. On roll call all ayes, motion approve.

7. Librarian's report

- a. October statistics – the statistics for the month were reported
- b. Dept. news – the department news for the month was reported
- c. Director's report – the director presented her report for the month

8. Unfinished Business

- a. Renovation project update - Staff are packing offices, the basement is getting painted, and the 2 public restrooms were painted the morning we were closed for staff training. Diane is still waiting on the quote from Drapemaster and the carpenter.
- b. Roof replacement update - American Roofing can't order the materials needed until next week. They anticipate beginning work Dec. 1st.
- c. County Clerk follow-up - According to information from the McHenry County clerk's office we won't receive the taxes from the missing parcels next year either since the county must notify tax payers of errors by the 1st of October and we didn't find out the mistake until the 6th of October. Bob Smith our attorney will be setting up an appointment with Katherine Schultz to discuss the matter.

9. New business

- a. Discuss and approve Resolution 08-11-A Determining Amount of Money Estimated to be Necessary to be Raised by Taxation for the 2008/2009 Fiscal Year (Truth in Taxation) - Diane explained this resolution is necessary before doing the levy next month. It shows what we received last year and what we are asking for this year; we won't be cutting the distributed amounts. This will be published in the paper in a black border box 7 to 14 days before the next board meeting. Myers motioned to approve Resolution 08-11 - A; Kalchbrenner seconded. On roll call all ayes, motion approved.
- b. Discuss and approve replacing Fire suspension system piping- a small leak occurred in the technical services area and when that was fixed the sprinkler company said the entire pipe system was corroded. Since the renovation project is due to start this is the time to replace the main pipes before the new carpet and paint is done. There are 270 feet of main pipe and 168 feet of cross mains that could be replaced at the cost of \$17,578.00. Tom stressed that this is an emergency repair that does not need to be bid and we need to have a functioning sprinkler system to remain open. Myers motioned to approve repairing the sprinkler main at a cost of \$17,578.00, Kalchbrenner seconded. On roll call all ayes, motion approved.
- c. Discuss and approve adding floor outlets to the meeting room -Diane asked to add this to the project to eliminate having multiple cords across the meeting room when we are doing programs that require the use of all the laptops (like the 4th grade tours). The quote from Althoff to add 4 floor outlets would be \$5,548.00. Diane added it would not impact the renovation project budget since some items came in under expectations. Myers motioned to approve adding outlets to the meeting room at a cost of \$5,548.00. Neudahl seconded. On roll call all ayes, motion approved.

10. Any and all other business the Board may wish to discuss - Diane said the Friends official total from the last book sale was \$4,428.29. We had 42 patrons come yesterday to receive flu shots (through our affiliation with Alexian Brothers). The 3M representative met with Diane to discuss the new book drop options.
11. Adjourn - The meeting adjourned at 8:40 p.m.

Respectfully submitted,

Administrative Assistant

Reviewed by,

Secretary