

CHATHAM AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING MINUTES
Monday, May 21st, 2018 7:00 PM

I. Board Meeting Called to Order

A call to order was made by M. Roubitchek, Vice-President, at 7:02 p.m. L. Ross conducted a roll call. Board members in attendance: M. Roubitchek, D. Holden, C. Moore, S. Fairfield, L. Ross and C. Jeffries.

Absentees: C. Westerlund

Please note that Director Byers, Administrative Assistant Lewis and Intern, Sara Snyder were also present.

II. Recognition of Visitors / Public Comments

No visitors or members of the public were present.

III. Approval of Minutes

A motion to approve the April 16, 2018 minutes was made by C. Moore and seconded by S. Fairfield. The motion passed.

IV. Treasurer's Reports / Review of Payments

C. Jeffries noted that the electric bill is continuing to go down.

A motion to approve the Treasurer's Report and Review of Payments was made by S. Fairfield and seconded by D. Holden. The motion passed.

V. Reports

A. Friends of the Library

Director Byers reported that the Friends will be meeting on 5-22-2018 and will discuss the coming summer book sale. They will also be evaluating the café/bookstore staff and are still in need of an additional board members.

B. Library Foundation

The Foundation is planning to raise funds to purchase a piece of outdoor structure (i.e. a gazebo, etc.) but have not settled on a specific piece of equipment. S. Fairfield noted that the placement of the structure would need to allow for the space needed if the building is expanded in the future.

C. Library Director's Report

Director Byers noted that the library was been busy with children lately and highlighted a few activities since the last meeting. Custom made cushions for the new reading nook were purchased and installed. A sensor on one of the HVAC units went out and was replaced. The summer children's assistant position has been filled. The Reference/Genealogy intern, Sarah Snyder was introduced to the Board members.

Director Byers also reported that staff institute day went well and provided details from the visit to Decatur Public Library. A template for the proposed new library card was provided.

A motion to approve the Library Director's Report was made by D. Holden and seconded by C. Jeffries. The motion passed.

D. Back to Books Grant

Director Byers noted that the grant would be used to purchase Easy Reader books which the library had already planned to purchase.

E. Lighting Savings Update

Board members discussed additional savings of \$1,400.

F. Newspaper Articles

No comments were made

G. 2018 Survey Results

Board members thought that there was a lot of great feedback provided by the public. Library hours on the weekend was desired by some survey participants. Director Byers has not yet had an opportunity to price out the costs of extending or adding additional hours but proposed looking at other libraries of similar size and population to see what they are doing.

H. Art Committee Report

Director Byers reported that the Retired Area Teachers' Show (RATS) is currently on exhibit until the end of June and will be followed by the Pastel Society Show.

I. Other

There was no other business to discuss.

VI. Unfinished Business

- A. Chatham Area Public Library District Constitution and By-Laws were presented for approval, after the board had a month to look them over.

A motion was made to approve the Constitution and By-Laws by D. Holden and seconded by S. Fairfield. L. Ross conducted a roll call vote. All members in attendance voted in the affirmative. The motion passed.

B. Other

There was no other unfinished business to discuss.

VII. New Business

A. Proposed Budget FY 18-19

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Board members expressed approval of the new narrative budget format. M. Roubitchek instructed the trustees to review the budget prior to the voting in June.

Director Byers mentioned the following proposed expenses for the furniture line item: security cameras, new (wheeled) tables for the galleries, new phone system and self-check machine. She also wanted to highlight that more libraries within our area are going fine-free and that perhaps a discussion in regards to going fine free should be included in the strategic planning.

B. FY19 Non-Resident Fee

A motion to approve the FY 10 Non-Resident Fee of \$156.00 was made by S. Fairfield and seconded by D. Holden. The motion passed.

C. New Trustee Discussion

C. Jeffries gave a letter of resignation from the board to M. Roubitchek due to moving out of the District next month. M. Roubitchek suggested for ideas about how to fill the vacancy be brought to the June meeting.

A motion to accept C. Jeffries resignation from the board by made by S. Fairfield and seconded by C. Moore. The motion passed.

D. Other

There was no other new business to discuss.

VIII. Announcements

A. Next Board Meeting: June 18th at 7 p.m.

IX. Adjournment

A motion to adjourn was made by D. Holden and seconded by S. Fairfield. The motion passed.

The board meeting adjourned at 7:42 p.m.