

CHATHAM AREA PUBLIC LIBRARY DISTRICT

BOARD MEETING MINUTES

Monday September 18th 2017 7:00 PM

1. Public hearing on Combined Annual Budget and Appropriation Ordinance No. 2018-2

called to order

Board members present: D. Holden, C. Moore, S. Fairfield, M. Roubitckek, C. Westerlund, C. Jeffries, L. Ross and Director Byers are present

Absent: None

2. Public Comments

No members from the public are present

3. Public Hearing Adjourned

Motion to adjourn the public hearing on Combined Annual Budget and Appropriation Ordinance No. 2018-2 was made by C. Jeffries, seconded by S. Fairfield. Motion passed.

I. Board Meeting Called to Order

Board members present: D. Holden, C. Moore, S. Fairfield, M. Roubitckek, C. Westerlund, C. Jeffries, L. Ross and Director Byers are present

Absent: None

II. Recognition of Visitors / Public Comments

No visitors or members of the public are present.

III. Approval of Minutes

No changes or additions were made to the August 2017 meeting minutes. **Motion to approve the August 2017 meeting minutes made by M. Roubitckek, seconded by C. Jeffries. Motion passed.**

IV. Treasurer's Report / Review of Payments

C. Jeffries reported that it has been a fairly uneventful and light month. Everything looks right on track monetarily.

A motion to approve the Treasurer's Report and Review of Payments made by S. Fairfield, seconded by C. Moore. Motion passed.

V. Reports

A. Friends of the Library

Currently the Friends are focusing on their next event which will be Caddystacks mini golf scheduled for November 4-5. Right now, they are asking for company support and sponsorship from area businesses.

A joint Friends of the Library and Library Foundation meeting will be held on Tuesday, September 26, 2017 at 6:30pm. The purpose of the meeting is to discuss what the future holds for these two entities.

B. Library Director's Report

Director Byers noted that there have been 3 new hires to the CAPLD staff—1 in Circulation and 2 in Technical Services.

Reference Librarian, Megan Harmon resigned for a new opportunity at the Abraham Lincoln Presidential Library. She will be sadly missed.

A motion to approve the Library Director's Report made by M. Roubitchek, seconded by D. Holden. Motion passed.

C. Food for Fines Summary

Director Byers reported on the Food for Fines program that has come to a close. She thanked Walgreens who helped with donations. The donations generated from the Food for Fines program was given to the local Titan Fuel program.

Moving forward, Director Byers noted that they will investigate a different month to hold the program in the future for better results.

D. Newspaper Articles

Please note library mentions in various newspaper articles.

E. Attorney's Invoices

We received the last attorney invoice in the amount of \$696 from litigation with the City of Springfield. His invoice also reflects included time spent on the library budget.

F. Art Committee Report

C. Westerlund reported that the Pastelists are currently on display. The upcoming show is the library's Volunteer Art Show. For volunteers desiring to participate, submissions must be made to Director Byers before October.

After the Volunteer Show, the Watercolorists will be on display and then the Call to Entry show will occur during February and March.

G. Tax Receipts Update

The tax receipts are still coming in and we will continue to receive them until November 2017.

H. Other

VI. Unfinished Business

No unfinished business to report.

A. Other

VII. New Business

A. Combined Annual Budget and Appropriation Ordinance No. 2018-2 / APPROVAL

Motion to approve an increase in Special Reserve to \$60,409 and balance the Enterprise Fund was made by D. Holden, seconded by S. Fairfield.

Secretary Ross called for a voice vote and the motion passed unanimously.

B. Estimate of Revenues By Source / APPROVAL

Motion to approve the Estimate of Revenues by Source for fiscal year 2018 made by M. Roubitchek, seconded by C. Jeffries.

Secretary Ross called for a voice vote and the motion passed unanimously.

C. Special Reserve Transfer / APPROVAL

Motion made to transfer monies, \$60,409, to Special Reserves made by S. Fairfield, seconded by D. Holden.

Secretary Ross called for a voice vote and the motion passed unanimously.

D. Levy & Assessment of Taxes Ordinance No. 2018-3 / REVIEW

At this point, this information is simply for our review and will be discussed further next month. Library attorney J. Ellis' email was included for further explanation.

E. Health Insurance Update

Health insurance rates have decreased. CAPLD will continue to use Blue Cross Blue Shield as their insurance provider.

G. Other

Nothing to report.

VIII. Announcements

A. Next Board Meeting: October 16th, 2017

B. Library Friends & Foundation Joint Meeting - September 26th 2016 at 6:30 PM

IX. Adjournment

Motion to adjourn to sign necessary paperwork and then go on a library tour made by C. Moore, seconded by S. Fairfield. Motion carried.

F. Building Walk-Through

Board members walked through the building, noting the changes and space plans for the future.