

**CHATHAM AREA PUBLIC LIBRARY DISTRICT**  
**BOARD MEETING MINUTES**  
Monday, January 16, 2023 5:30 PM

**I. Board Meeting Called to Order**

Board President M. Roubitchek called the meeting to order at 5:35 p.m. The following Board Members were present: C. Westerlund, D. Holden, V. Ross, L. Ross. Director Byers was also present.

Board Members Absent: J. Moore, J. Vaughn

**II. Recognition of Visitors / Public Comments**

No visitors or public comments

**III. Approval of Minutes**

**A motion to approve the minutes from the November 21<sup>st</sup>, 2022 board meeting was made by D. Holden and seconded by V. Ross. The motion was approved.**

**IV. Treasurer's Reports -November/December 2022 / Review of Payments**

Board Treasurer V. Ross reviewed the financial reports for both November and December.

**A motion to approve the Treasurer's Report / Review of Payments was made by C. Westerlund and seconded by D. Holden. The motion was approved.**

**V. Reports**

**A. Library Director's Report /APPROVAL**

- Creating a usage report to determine how are spaces and services are being used. Will use this report to make better decisions regarding programming, space needs and staffing.
- Graphic Design Staff member has been promoted to work on a redesign of the website and library branding.
- Recently repaired a broken heating component in the Café
- Updated our door counters to capture better information of traffic coming and going thru both entrances.
- Director Byers will be running for the ILA's President Elect position in this coming Spring's election.

**B. Newspaper Articles**

Please see the board packet for all of the different library mentions in the newspaper articles over the past month.

**C. Friends of the Library Report**

- The Friends are in the middle of their membership drive. Postcards will be sent out to members who haven't joined as of yet.
- The Murder Mystery show will be March 10<sup>th</sup> & 11<sup>th</sup>, and we have already sold over \$500 in ticket sales.

**D. Library Foundation Report**

The Foundation will be meeting tomorrow, January 17<sup>th</sup>, 2022 to discuss next steps in fundraising process.

**E. Art Committee Update**

The Call to Entry exhibit ended last week, and we are preparing for our next show the Illinois Prairie Pastel Society, which will be up until the end of March. Their reception will be held on January 27<sup>th</sup>.

**F. Tax Receipts Update**

The final tax distribution was received in November.

**G. Other**

There was no other business to discuss.

**VI. Unfinished Business**

**A. Other**

There was no other unfinished business to discuss.

**VII. New Business**

**A. RTU 10's VAV repair / APPROVAL**

A motion to approve the RTU 10's VAV repair was made by C. Westerlund and seconded by V. Ross. A roll call was conducted. The motion was approved.

**B. CAPLD Strategic Plan – Year 2 Goals / APPROVAL**

A motion to approved CAPLD Strategic Plan – Year 2 Goals was made by C. Westerlund and seconded by D. Holden. The motion was approved.

**C. 2-60 General Insurance Coverage / APPROVAL**

A motion to approve 2-60 General Insurance Coverage was made by C. Westerlund and seconded by D. Holden. The motion was approved.

**D. NEW POLICY 5-19 Library Photographing and Recording / APPROVAL**

A motion to approve New Policy 5-19 Library Photographing and Recording was made by C. Westerlund and seconded by D. Holden. The motion was approved.

**E. 5-20 Community Bulletin Board and Display / APPROVAL**

A motion to approve 5-20 Community Bulletin Board and Display was made by D. Holden and seconded by V. Ross. The motion was approved.

**F. 5-50 Solicitation of Donations / APPROVAL**

A motion to approve 5-50 Solicitation of Donations was made by C. Westerlund and seconded by D. Holden. The motion was approved.

**G. 5-60 Americans with Disabilities Act Compliance / APPROVAL**

A motion to approve 5-60 Americans with Disabilities Act Compliance was made by D. Holden and seconded by C. Westerlund. The motion was approved.

**H. 5-70 Gifts to the Library / APPROVAL**

A motion to approve 5-70 Gifts to the Library was made by D. Holden and seconded by C. Westerlund. The motion was approved.

**I. NEW POLICY 5-75 Naming Rights / APPROVAL**

A motion to approve New Policy 5-75 Naming Rights was made by C. Westerlund and seconded by D. Holden. The motion was approved.

**J. 5-90 Friends of the Library and Library Foundation / APPROVAL**

A motion to approve 5-90 Friends of the Library and Library Foundation was made by C. Westerlund and seconded by D. Holden. The motion was approved.

**K. CAPLD Employee Handbook / APPROVAL**

- Including New policies: Reasonable Accommodations, Identity Protection, Criminal Background Checks, Military Leave and Reserve Leave and Family Medical Leave

A motion to approve CAPLD Employee Handbook was made by D. Holden and seconded by V. Ross. The motion was approved.

**L. Closed Meeting Minutes Review / APPROVAL**

Executive Session (5 ILCS 120/2.06) (If deemed necessary)

**There were no minutes to approve because the board didn't have any to approve.**

**M. FOIA / Open Meeting Act officers / APPOINTMENT**

C. Westerlund was appointed OMA officer and M. Roubitchek was appointed FOIA officer.

**N. Library Director Evaluation Committee/ APPOINTMENT**

C. Westerlund, L. Ross and M. Roubitchek were appointed to be part of the Library Director Evaluation Committee.

**O. Other**

There was no other business to discuss.

**VIII. Announcements**

A. Next Board Meeting: February 20th at 7 p.m.

B. Friends' Murder Mystery Fundraiser: March 10<sup>th</sup> & 11th

**IX. Adjournment**

**A motion to adjourn the meeting was made by D. Holden and seconded by C. Westerlund. The motion was approved. The meeting was adjourned at 6:26 p.m.**