

CHATHAM AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING MINUTES
Monday, September 19th 2022 7:00 PM

1. Public hearing on Combined Annual Budget and Appropriation Ordinance No. 2023-2 called to order

Called to order at 7:00 p.m. by Board President M. Roubitchek. A roll was conducted. All Board Members were present except for D. Holden.

2. Public Comments – No Comments

3. Public Hearing Adjourned

Adjourned at 7:01 p.m.

I. Board Meeting Called to Order

Board President M. Roubitchek called the meeting to order at 7:01 p.m. The following board members were present: C. Westerlund, J. Moore, V. Ross, L. Ross, J. Vaughn. Board member D. Holden was absent.

Director Byers was also present.

II. Recognition of Visitors / Public Comments

No visitors or members of the public were present.

III. Special Guest: Benjamin Dockter, Graham & Hyde Architects

Mr. Dockter reviewed and discussed the Building Leak Investigation Report with the board.

IV. Regular Meeting Minutes: August 15th, 2022 / APPROVAL

A motion to approve the Regular Meeting Minutes: August 15th, 2022 was made by V. Ross and seconded by J. Vaughn. The motion was approved

V. Treasurer's Report / Review of Payments

Board Treasurer V. Ross reviewed the financials for the month of August. She noted that we received our Per Capita Grant money.

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

VI. Reports

A. Library Director's Report / APPROVAL

- August a little bit slower, but more people than last year.
- The Friends are doing well. The bookstore has a great group of volunteers and are financially doing well.
- The Foundation met recently to discuss the direction of the board, new trustees and the future patio project. New officers have been elected.
- We had a wonderful art reception for Michelle Smith at the beginning of the month, and getting ready for the Call to Entry show in October.
- Amy Janssen was recently hired as our new Youth Services Supervisor. We also hired another page.
- Working with the Village on an upcoming event called Christmas on the Square with the idea of installing a permanent Storywalk.

- Later this week library staff meetings will start again, after a break due to the pandemic.

A motion to approve the Library Director's Report was made by C. Westerlund and seconded by V. Ross. The motion was approved.

B. Newspaper Articles

Please see the board packet for all the new articles published during August 2022.

C. Tax Receipts Update

We continue to receive tax money.

D. Other

There was no other business to discuss.

VII. Unfinished Business

A. Building Leak Investigation / DISCUSSION

A discussion was had as to what our next steps are to move forward based on the findings in the Building Leak Investigation.

B. Request for Qualifications – Architect / DISCUSSION

A discussion was had in regard to a request for qualifications.

C. Other

There was no other business to discuss.

VIII. New Business

A. Combined Annual Budget and Appropriation Ordinance No. 2023-2 / APPROVAL

A motion to approve the Combined Annual Budget and Appropriation Ordinance No. 2023-2 was made by J. Moore and seconded by C. Westerlund. A roll call vote was conducted. The motion was approved.

B. Estimate of Revenues by Source / APPROVAL

A motion to approve the Estimate of Revenues by Source was made by C. Westerlund and seconded by J. Vaughn. A roll call vote was conducted. The motion was approved.

C. Statement of Receipts and Disbursements FY22 / APPROVAL

A motion to approve the Statement of Receipts and Disbursements FY22 was made by J. Vaughn and seconded by J. Moore. A roll call vote was taken. The motion was approved.

D. Meristem Advisors' Statement of Qualifications / DISCUSSION

Director Byers presented Meristem Advisors' Statement of Qualifications and a discussion was had.

E. Capital Improvement Plan / DISCUSSION

A discussion was had about the possibility of creating a Capital Improvement Plan.

F. Levy & Assessment of Taxes Ordinance No. 2023-3 / REVIEW

The Board reviewed Ordinance No. 2023-3. The ordinance will be placed on the October Board meeting agenda for approval.

G. Per Capita Requirements: Serving our Public 4.0 / REVIEW

- a. Chapter 1: Core Standards
- b. Chapter 2: Governance and Administration
- c. Chapter 3: Personnel
- d. Chapter 4: Access
- e. Chapter 5: Building Infrastructure and Maintenance
- f. Chapter 6: Safety
- g. Chapter 7: Collection Management

Board members were reminded to review the Per Capita Requirements.

H. Library Tour

Director Byers conducted a tour of the library after the meeting adjourned. The tour highlighted the layout of the library and areas requiring maintenance.

I. Other

None

IX. Announcements

A. Next Board Meeting: October 17th, 2022

B. First Day to Circulate Nomination Papers for 2023 Election: September 20th, 2022

X. Adjournment

A motion to adjourn the meeting was made by C. Westerlund and seconded by J. Moore. The motion was approved. The meeting adjourned at 8:15 p.m.