

CHATHAM AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING MINUTES
Monday, November 21st 2022 7:00 PM

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, D. Holden, J. Moore, V. Ross, J. Vaughn. L. Ross was present via phone. Director Byers was also present.

II. Recognition of Visitors / Public Comments

Alex Hafliger member of the community was present for the meeting.

III. Approval of Minutes from Regular Meeting

A motion to approve the minutes from the October 17th, 2022 board meeting was made by V. Ross and seconded by D. Holden. The motion was approved.

IV. Treasurer's Report / Review of Payments

Board Treasurer V. Ross reviewed the financial reports for October.

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

V. Reports

A. Library Director's Report/APPROVAL

- Halloween story times returned, and it was great.
- Completed an HR Checkup with HR Source. Overall, we are doing well with our practices, and are addressing some small deficiencies.
- Recently cleaned out our kitchen. We were able to dispose and sell some old kitchen appliances that were no longer needed to a local company. The money we received was given to the Friends of the Library.

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' approved the funds to support the purchase of the Story Walk for the Chatham Veteran's Memorial Square.
- Work on the 2023 Murder Mystery has begun. The show will be March 10th and 11th.

D. Library Foundation Report

The Foundation met to discuss fundraising options. They will meet again before the end of the month to discuss how to move forward on the project.

E. Art Committee Report

Call to Entry Exhibit will be up until January, and we will be inviting the Illinois Prairie Pastel Society back. We also have two art shows displayed in our children's area from the local schools.

F. Tax Receipts Review

We continue to receive money and will receive final distribution in November.

G. Facilities Evaluation Plan Update

Met with Graham & Hyde, who did an assessment.

H. Financial Projection Plan Update

Had a meeting, and in general thought are financials were pretty clean and straightforward, but did have a couple of questions.

I. 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. Travel Reimbursement

a. Amy Byers – ILA Annual Conference / APPROVAL

A motion to approve Travel Reimbursement for Amy Byers – ILA Annual Conference was made by V. Ross and seconded by C. Westerlund. The motion was approved.

b. Alanna Sablotny – Midwest Archives Conference Symposium / APPROVAL

A motion to approve Travel Reimbursement for Amy Byers – ILA Annual Conference was made by V. Ross and seconded by C. Westerlund. The motion was approved.

B. CAPLD Staff Handbook / REVIEW

Board members were asked to review the CAPLD Staff Handbook

C. Policy and Trustee Calendar / REVIEW

Board members were asked to review the CAPLD Staff Handbook

D. Per Capita Requirements: Serving our Public 4.0 / REVIEW – Please review per capita requirements.

- a. Chapter 11: Youth and Young Adult Services**
- b. Chapter 12: Technology**
- c. Chapter 13: Marketing, Promotion and Collaboration**

Board members were asked to review the CAPLD Staff Handbook

E. Other

There was no other business to discuss.

VIII. Announcements

- A. Next Board Meeting: January 16th, 2023 at 5:30 p.m.**
- B. Next Foundation Meeting: November 30th at 6:30 p.m.**
- C. Filing Dates for Candidates running for Election in April 2023:
December 12th – 19th**

IX. Adjournment

A motion to adjourn the meeting was made by J. Vaughn and seconded by J. Moore. The motion was approved. The meeting was adjourned at 7:35 p.m.