

**CHATHAM AREA PUBLIC LIBRARY DISTRICT**  
**BOARD MEETING MINUTES**

Monday, March 20th, 2023 7:00 PM

Meeting held in the Library Conference Room

**I. Board Meeting Called to Order**

Board Members Present: D. Holden, J. Vaughn, J. Moore, C. Westerlund, M. Roubitchek, L. Ross. Please note, Director Byers is also present

Board Members Absent: V. Ross

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

Any person may comment on issues or ask questions of the Board, subject to reasonable constraints. The individuals appearing before the Board are expected to identify himself or herself and be brief. Comments shall be limited to five minutes.

**No visitors or members of the public present.**

**III. Approval of the Minutes from February 20<sup>th</sup>, 2023:**

A. Library Director Evaluation Committee

B. Regular Board Meeting

**A motion to approve both the Library Director Evaluation Committee meeting minutes and the regular Board meeting minutes from February 20, 2023, was made by D. Holden and seconded by J. Moore. Motion carried.**

**IV. Treasurer's Reports / Review of Payments**

Nothing of concern to report, but there are a couple of lines of interest:

- Line 524 shows that we are largely under budget, which is primarily due to not needing to utilize snow plowing services this season.
- Line 516 shows that we are over budget, which is due to continuing education, as Director Byers is taking staff to O'Fallon for front-line training.

**A motion to accept and approve the Treasurer's Reports/ Review of Payments is made by J. Vaughn and seconded by D. Holden. Motion carried.**

**V. Reports**

A. Library Director's Report/APPROVAL

Director Byers noted that the library study rooms should be undergoing updates the week of March, 20, 2023.

The Circulation Department has implemented a Hold Shelf on the library floor, enabling patrons to grab their materials and go. The rationale behind this change is two-fold: 1) privacy, 2) frees Circulation staff to concentrate their efforts on other duties.

Personnel update: interviews for the library's Business Manager position are underway.

1. Illinois Law updates
  - a. P.A. 102-1088 Decennial Committees on Local Government Efficiency Act  
More information is forthcoming
  - b. SB208 Paid Leave for All Workers Act  
This piece of legislation guarantees all Illinois workers 40 hours of paid leave for any reason.
  - c. House Bill 2789 – Amendment to the Library Systems Act  
The Secretary of State Alexi Giannouliss helped with the proposed HB 2789 which seeks to limit efforts to ban books in Illinois Libraries and protect freedoms of libraries.

**A motion to approve the Library Director's Report was made by J. Vaughn and seconded by J. Moore. The motion passed.**

B. Newspaper Articles

Please see the enclosed Board packet for newspaper articles published in the past month.

C. Friends of the Library Update

The Library Friends Murder Mystery had another successful year! The library had a full house both nights. Approximately \$5,000 in profit raised; however, these numbers have not yet been finalized.

The Backyard outdoor project is moving forward. The Friends came up with donor tier levels and names for each donor tier. A launch party is slated for Jun 11, 2023 from 3-5pm

D. Library Foundation Report

The next Library Foundation meeting will be held at La Fiesta on Mar 28, 2023 at 6:30pm.

E. Art Committee Update

The next art show will showcase the theme of baseball through quilting.

F. Library Director Evaluation Committee/ APPROVAL

Executive Session 5ILCS120/2(c)(2) (If deemed necessary)

A motion to move to Executive Closed Session 5ILCS120/2(c)(2) without **Director Byers present to discuss the Library Director Evaluation was made by C. Westerlund and seconded by J. Moore. Motion passed.**

**A motion to leave the Executive Closed Session, 5ILCS120/2(c)(2) discussion of the Library Director Evaluation and rejoin Director Byers was made by D. Holden and seconded by J. Vaughn.**

**During closed session, discussion regarding Director Byers' evaluation and any necessary recommendations ensued.**

- G. Other  
None

## **VI. Unfinished Business**

- A. Succession Plan / APPROVAL  
**No changes were made to the Library Director Succession Plan document from February 2023. A motion to approve the Library Director Succession plan was made by D. Holden and seconded by C. Westerlund. Motion passed.**
- B. Other  
None

## **VII. New Business**

- A. Affordable Shred Proposal / APPROVAL  
**After careful consideration of costs and potential liabilities, a motion was made by D. Holden and seconded by J. Vaughn to not approve the Affordable Shred Proposal at this time. Motion carried.**
- B. Security Assessment at First Entry /REVIEW  
An employee of Homeland Security came out to assess the CAPLD.
- C. Capital Improvement Plan / REVIEW  
The Capital Improvement Plan is still being worked on. Areas of note: HVAC, exterior paving, cleaning out the grease trap, seals on partitions in gallery, floor boxes in meeting rooms, heat in main vestibule and study rooms, and more lighting upgrades.
- D. Quarterly Usage Report / REVIEW  
The current main takeaway is that the south door is not utilized by patrons at night. In the future, we may want to review whether the south door should be accessible in the evening hours.
- E. 4-20 Circulation Policy / REVIEW  
The Board did not have any additional comments/suggestions for the 4-20 Circulation Policy.
- F. Other  
None

## **VIII. Announcements**

- A. Next Board Meeting: April 17th at 7:00 p.m.
- B. Library Foundation Meeting: March 21st, 6:30 p.m., at La Fiesta
- C. Statement of Economic Interest Statements: Due May 31<sup>st</sup>

## **IX. Adjournment**

**A motion to adjourn the Mar 20, 2023 CAPLD board meeting was made by D. Holden and seconded by J. Moore. Motion passed.**