

CHATHAM AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING MINUTES
Monday August 19th 2024 7:00 PM

I. Board Meeting Called to Order – Called to order at 7:02 p.m.

Board President M. Roubitchek called the meeting to order at 7:02 p.m. The following board members were present: C. Westerlund, D. Roberts, R. Whelpley, J. Moore, V. Ross, J. Vaughn. Director Byers was also present.

II. Recognition of Visitors / Public Comments

No visitors were present.

III. Special Guest: Jamie Rachlin, Meristem Advisors

J. Rachlin presented in regard to library's financial well-being and long-term planning.

Board President M. Roubitchek asked for a motion to move Agenda VI. Item G: Working Group Reports and VII. Unfinished Business Item A: Long-term Financial and Building Needs / DISCUSSION to Agenda Item III.

A motion to move said Agenda items was made by C. Westerlund and seconded by J. Vaughn. The motion was approved.

IV. Approval of Minutes

A motion to approve the minutes from the July 15th, 2024 meeting was made by J. Vaughn and seconded by R. Whelpley. The motion was approved.

V. Treasurer's Report / Review of Payments / APPROVAL

V. Ross & Director Byers reviewed the July financials.

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

VI. Reports

A. Library Director's Report / APPROVAL

Director Byers gave an update on all the library happenings for the month.

A motion to approve the Library Director's Report was made by D. Roberts, and seconded by J. Vaughn. The motion was approved.

B. Friends of the Library Update

Director Byers gave an update on the Friends of the Library.

C. Library Foundation Report

Director Byers gave an update on the Library Foundation.

D. Art Committee Update

Director Byers gave an update on the Art Committee.

E. ILA Report

Director Byers gave an update on ILA.

F. Tax Receipts Update

We received tax income in July.

G. Working Group Reports:

1. Finance
2. Volunteers
3. PR/Marketing

Future meeting dates for the group's meetings were discussed.

H. Other

There was no other business to discuss.

VII. Unfinished Business

A. Long-term Financial and Building Needs / DISCUSSION

A discussion was had regarding the long-term financial

B. Other

There was no other business to discuss.

VIII. New Business

A. FY25 Auditing Firm / APPROVAL

Director Byers asked to table this topic, as we are waiting for an additional bid from another local auditing firm.

A motion to table the approval of FY25 Auditing Firm until we had the additional bid was made by C. Westerlund and seconded by V. Ross. The motion was approved.

B. Illinois Public Library Annual Report (IPLAR) / APPROVAL

A motion to approve the Illinois Public Library Annual Report (IPLAR) was made by J. Vaughn and seconded by J. Moore. The motion was approved.

C. 2-40 Authority to Spend Policy / APPROVAL

A motion to approve 2-40 Authority to Spend Policy was made by C. Westerlund and seconded by J. Moore. The motion was approved.

D. 4-150 Credit Card Transactions / APPROVAL

A motion to approve 4-150 Credit Card Transactions was made by J. Vaughn and seconded by D. Roberts. The motion was approved.

E. 5-13 Carrying a Firearm on Library District Property / APPROVAL

A motion to approve 5-13 Carrying a Firearm on Library District Property was made by J. Moore and seconded by J. Vaughn. The motion was approved.

F. Combined Annual Budget and Appropriation Ordinance No. 2025-2 / REVIEW

Board President M. Roubitchek asked the board to review the Combined Annual Budget and Appropriation Ordinance NO. 2025-2

G. Estimate of Revenues by Source / REVIEW – Please review

Board President M. Roubitchek asked the board to review the Estimate of Revenues by Source.

H. 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

Board President M. Roubitchek asked the board to review the Per Capita requirements.

I. Library Tour

J. Other

There was not other business to discuss

IX. Announcements

A. Next Board Meeting and Budget Hearing: September 16th 2024

X. Adjournment

**A motion to adjourn the meeting was made by J. Vaughn and seconded by J. Moore.
The motion was approved and the meeting was adjourned at 8:21 p.m.**