

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

Monday, September 16th 2024 7:00 PM

**1. Public hearing on Combined Annual Budget and Appropriation Ordinance No. 2025-2 called to order**

Board President M. Roubitchek called the meeting to order at 7:00 pm. A roll was conducted. The following board members were present: C. Westerlund, J. Vaughn, J. Moore, D. Roberts. Board members R. Whelpley & V. Ross were absent.

**2. Public Comments**

No Comments were made.

**3. Public Hearing Adjourned**

**A motion to adjourn the public hearing was made by J. Vaughn and seconded by C. Westerlund. The motion was approved.**

**I. Board Meeting Called to Order**

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

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

New staff members M. Meyerhoff & M. Edmondson introduced themselves to the Trustees.

**III. Recognition of guest, Jim Legg, Estes, Bridgewater and Ogden**

Mr. Legg reviewed and discussed the FY2024 Audit.

**IV. Approval of Minutes**

**A. Regular Meeting Minutes – August 19, 2024**

**A motion to approve the regular meeting minutes from August 19, 2024 was made by D. Roberts and seconded by J. Vaughn. The motion was approved.**

**B. Special Meeting Minutes – August 12, 2024**

**A motion to approve the regular meeting minutes from August 19, 2024 was made by C. Westerlund and seconded by J. Moore. The motion was approved.**

**C. PR/Marketing Working Group Minutes – August 29, 2024**

**A motion to approve the PR/Marketing Working Group minutes from August 29, 2024 was made by D. Roberts and seconded by J. Vaughn. The motion was approved.**

**D. Special Meeting Minutes – September 9, 2024**

**A motion to approve the special meeting minutes from September 9, 2024 was made by J. Vaughn and seconded by C. Westerlund. The motion was approved.**

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

Director Byers reviewed the August financials.

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

### **C. Library Foundation Report**

Director Byers gave an update on the Library Foundation.

### **D. Art Committee Update**

C. Westerlund gave an update on the upcoming Call to Entry show.

### **E. ILA Report**

Director Byers gave an update on ILA.

### **F. Tax Receipts Update**

We received tax income in August.

### **G. Working Group Reports:**

1. Finance
2. Volunteers
3. PR/Marketing

A report was given in regard to the working groups.

### **H. Other**

There was no other business to discuss.

## **VII. Unfinished Business**

### **A. Building Repair and Financial Planning / DISCUSSION**

A discussion was had regarding the building repair and long-term financial planning of the library.

### **B. Other**

There was no other business to discuss.

## **VIII. New Business**

### **A. Combined Annual Budget and Appropriation Ordinance No. 2025-2 / APPROVAL**

**A motion to approve the Combined Annual Budget & Appropriation Ordinance No. 2025-2 was made by J. Vaughn, and seconded by J. Moore. 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. FY24 Special Reserve Transfer / APPROVAL**

A motion to approve FY24 Special Reserve Transfer was made by V. Ross and seconded by J. Moore. A roll call vote was conducted. The motion was approved.

**D. FY24 Audit / APPROVAL**

A motion to approve the FY24 Audit was made by J. Vaughn and seconded by C. Westerlund. The motion was approved.

**E. FY25 Audit Firm /APPROVAL**

The board tabled the approval of FY25 Audit Firm to allow more time to discuss and review both bid proposals.

**F. 4-100 Computer and Internet Acceptable Use Policy / APPROVAL**

A motion to approve 4-100 Computer and Internet Acceptable Use Policy was made by J. Vaughn and seconded by V. Ross. The motion was approved.

**G. Levy & Assessment of Taxes Ordinance No. 2025-3 / REVIEW**

Board President M. Roubitchek asked the board to review the Levy & Assessment of Taxes Ordinance No 2025-3.

**H. Per Capita Requirements: Serving our Public 4.0 / REVIEW**

- a. Chapter 6: Safety
- b. Chapter 7: Collection Management

Board President M. Roubitchek ass the board to review the Per Capita Requirements.

**I. Other**

There was no other business to discuss.

**IX. Announcements**

- A. Focus Group Meeting: September 28<sup>th</sup>, 2024
- B. Focus Group Meeting: October 2<sup>nd</sup>, 2024
- C. Special Board Meeting: October 14<sup>th</sup>, 2024
- D. Next Board Meeting: October 21<sup>st</sup>, 2024

**X. Adjournment**

A motion to adjourn the meeting was made by C. Westerlund and seconded by J. Vaughn. The motion was approved and the meeting adjourned at 8:38 p.m.