

CHATHAM AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING MINUTES
Monday, November 18th 2024 7:00 PM

I. Board Meeting Called to Order

Board President M. Roubitchek called the meeting to order at 7:05 p.m.

Board members present: D. Roberts, R. Whelpley, J. Vaughn, J. Moore, V. Ross and C. Westerlund. Director Byers & Business Manager E. Beeman were also present.

II. Recognition of Visitors / Public Comments

No visitors or public comments.

III. Approval of Minutes from Regular Meeting

A motion to approve the minutes from the October 21st, 2024 meeting was made by V. Ross and seconded by J. Vaughn. The motion was approved.

IV. Treasurer's Report / Review of Payments

Board Treasurer V. Ross & Director Byers reviewed the October financials.

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

V. Reports

A. President's Report

Board President M. Roubitchek discussed how Board members and staff employees must abide by the Ethics Ordinance 2004-5. They are not allowed to participate on campaign activities on library property, during work time and/or using library resources.

B. Library Director's Report/APPROVAL

Director Byers noted that she was discussing with The United Way of Sangamon County regarding a grant for a traveling exhibition featuring local artist Michelle Smith. She also noted that during this discussion, they offered to bring materials for Dolly Parton's Imagination Library. Alanna is taking the lead in creating a marketing campaign in 2025, while Erica is gathering stats to prepare an annual report this January. Director Byers and Erica took a trip to Williamsville Public Library where their director highlighted their outdoor education space. Board members are encouraged to take a trip to see what they have done in their space. And, lastly our longtime custodian, Rick, will be retiring at the end of the year.

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

C. Friends of the Library Report

The Friends have generously supported us over the year by helping fund programming, e-books, toys in the play area, etc. The café / bookstore continues to do extremely well on a weekly basis. And, the title for the 25th annual murder mystery is Drawn & Quartercentennial: A Silver Jubilee of Sadism.

D. Library Foundation Report

The Foundation recently met and discussed their bylaws, and The Backyard Project.

E. Art Committee Report:

The Art Committee recently met and are working on solidifying the shows for 2025.

F. ILA Report

Director Byers noted that the 2024 Legislative Meetups will be coming up soon on Tuesday, December 10th, and encouraged our library trustees to attend if they were able to.

G. Tax Receipts Review

We continue to receive our tax money, and our last tax receipt for the year will be received before the end of November.

H. Other

There was no other business to discuss.

VI. Unfinished Business

A. FY25 Audit Firm / APPROVAL

Business Manager E. Beeman discussed the three audit proposals that were received.

A motion to select and approve Lauterbach and Amen, LLP due to their expertise in working with libraries was made by C. Westerlund and seconded by J. Vaughn. A roll call vote was conducted. The motion was approved.

B. Building Repair and Financial Planning / DISCUSSION

A discussion was had regarding the long-term financial and building needs, with the finance committee and marketing committees providing updates from their recent committee meetings.

C. Other

VII. New Business

A. Adoption of an ordinance providing for and requiring the submission of the proposition for an increase of the limiting rate of Chatham Area Public Library District of Sangamon County, Illinois to the voters of said District at the consolidated election to be held on April 1, 2025 / APPROVAL

A motion to table the Adoption of an ordinance providing for and requiring until the next board meeting was made by C. Westerlund and seconded by J. Vaughn. The motion was approved.

B. Statement of Receipts and Disbursements FY24 / APPROVAL

A motion to approve the Statement of Receipts and Disbursements FY24 was made by J. Vaughn and seconded by V. Ross. The motion was approved.

C. Pre-Bid Documents for Foundations Backyard project / APPROVAL

A motion to Pre-Bid Document for Foundations Backyard Project was made by J. Moore and seconded by J. Vaughn. A roll call vote was conducted. The motion was approved.

D. Intergovernmental Agreement with LiMRICC / APPROVAL

A motion to approve the Intergovernmental Agreement with LiMRICC was made by C. Westerlund and seconded by J. Vaughn. A roll call vote was conducted. The motion was approved.

E. Employee Personnel Manual / DISCUSSION

Director Byers discussed with the board of trustees the updates that are coming in 2025 that will affect Illinois Employment Law.

F. CAPLD Strategic Plan – Year 3 / UPDATE

Director Byers updated us on the accomplishments during year three of the strategic plan and noted that we will continue to work on them in year four.

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

Board President M. Roubitchek reminded the board to review the per capita requirements.

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

H. Other

The board of trustees discussed and set a special meeting for December 10th, 2024 at 7 p.m.

VIII. Announcements

A. Next Scheduled Board Meeting: January 20th, 2025

IX. Adjournment

A motion to adjourn the meeting was made by J. Vaughn and seconded by C. Westerlund. The motion was approved. The meeting adjourned at 8:12 p.m.