

CHATHAM AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING MINUTES
Monday August 20th 2018 7:00 PM

I. Board Meeting Called to Order

Board Members in Attendance: D. Holden, C. Moore, S. Fairfield, C. Westerlund, N. Kirk, L. Ross. Director Byers was also in attendance.
Absent: M. Roubitchek

II. Recognition of Visitors / Public Comments

No visitors nor members of the public in attendance.

III. Election of Officer: Treasurer

A motion to approve the appointment of N. Kirk as Treasurer of the CAPLD Board, thereby filling the vacancy, was made by D. Holden; the motion was seconded by C. Moore. The motion passed unanimously.

IV. Approval of Minutes

A motion to approve the July 2018 Board minutes with no additions or changes was made by S. Fairfield; seconded by D. Holden. The motion passed unanimously.

V. Treasurer's Report / Review of Payments

Director Byers gave the Treasurers Report. She stated that everything is looking good. She pointed out a few line items to note. Line 510: Printing-27% noting this is because we paid for the Summer (FY18) newsletter in FY19. Line 592: Bond- we paid on it early, which put the library at a savings of \$381.12. We will try to pay in advance as often as we can in order to capitalize on the cost savings.

A motion to approve the Treasurer's Report and review of payments was made by S. Fairfield; the motion was seconded by D. Holden. The motion passed unanimously.

VI. Reports

A. Friends of the Library

The Library Friends had a great book sale in July and they have hired a person for the previously vacant position in the café/ bookstore. The group's next focus is to increase the Friends Board membership.

B. Library Foundation

The Library Foundation is doing well. The group brought in an architect to look at the south lawn and give ideas for expansion of the patio area and an outdoor structure for library events.

C. Library Director's Report / APPROVAL

June and July are traditionally the busiest months for the library and this year was no exception.

The fire alarm went off 3 times. The Fire Department came out each time and each time it was a false alarm. The problem has been identified and attributed to a bad sensor in one of the

ducts, but the sensor has since been fixed. **A motion to approve the director's report was made by D. Holden and was seconded by C. Moore. The motion passed unanimously.**

D. Summer Reading Final Numbers

The Summer Reading program was another huge success. The program was up 48.4% over last year and almost 11,000 hours were read by the participants. The total number of participants was 1,362.

E. Lighting Upgrade Update

The library is still seeing cost-savings benefits thanks to the lighting upgrade. The past month was no exception and the savings amounted to \$1045.39.

F. ILA Legislative Update

The ILA Legislative updates were shared with the Board as an awareness point.

G. Newspaper Articles

Many good newspaper articles concerning the library were published in the past month.

H. Art Committee Report

The Illinois Prairie Pastel Society and their artwork is currently up in the library through the end of August. The next art installation is the artwork of Betsy Dollar, which consists of wall hangings, window displays, and big displays. The Art Committee calendar for artists is booked through the next Call to Entry show, which will also serve as its tenth anniversary. For the ten-year anniversary there will be the theme of the book for artists to use as inspiration.

I. Tax Receipts Update

We have received our tax receipts.

J. Other

None.

VII. Unfinished Business

A. Water Meter Replacement /APPROVAL

The library needs to purchase a new water meter, which with installation, will cost \$2295. A discussion regarding the reasoning for a new meter and what kind of meter we current have was had. Concerns regarding higher water rates were also expressed.

A motion was made to approve the expenditure of purchasing a new meter by D. Holden, seconded by S. Fairfield. A voice vote of the Board was called by Secretary Ross and the motion passed unanimously.

B. De-Annexed lake-leased properties Litigation / APPROVAL

Executive Session 5ILCS120/2(c)(11) (If deemed necessary)

The de-annexation of lake-lease property expenditure was approved by the City of Springfield and a check will be made available on August 31. No executive session was needed.

C. Other
None.

VIII. New Business

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

Director Byers shared the IPLAR with the Board for their information. This report is part of the Per Capita Funding. No questions regarding the document.

A motion to approve the IPLAR was made by S. Fairfield, seconded by N. Kirk. The motion passed unanimously.

B. Statement of Receipts and Disbursements FY18 / APPROVAL

A motion to approve the statements of receipts and disbursements for fiscal year 2018 was made by D. Holden, seconded by C. Moore. The motion passed unanimously.

Since the motion passed, Director Byers will ensure that the statement of receipts and disbursements FY18 will be posted in the newspaper for the public to see.

C. RTU12 Repair/ APPROVAL

The air conditioner unit RTU12 (one of our larger units), located on the west side of the building, needs repair. The wattmaster control panel and 2 new mod reheat valves are needed at the cost of \$3,021.

A motion to approve the RTU12 repairs at the cost of \$3,021 was made by S. Fairfield, seconded by N. Kirk. A voice vote of the Board was called by Secretary Ross and the motion passed unanimously.

D. Tree removal and trimming / APPROVAL

A motion to approve tree removal and tree trimming of several trees on the library's grounds at a cost of \$1,200 was made by S. Fairfield, seconded by D. Holden. The motion passed unanimously.

E. Vinyl replacement for YA chairs /APPROVAL

A motion to reupholster 4 chairs (seats and arm pads) in the Youth section of the library at a cost of \$1,337.52 was made by S. Fairfield, seconded by D. Holden. The motion passed unanimously.

F. Other
None.

IX. Announcements

- A. Next Board Meeting and Budget Hearing: September 17th 2018
- B. Library Foundation & Friends Meeting - September 25th 2018 at 7:00PM

X. Adjournment

A motion to adjourn the library board meeting at 7:43pm was made by S. Fairfield, seconded by D. Holden. The motion passed unanimously.