

CHATHAM AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING MINUTES
Monday, February 17, 2020 7:00 PM

I. Board Meeting Called to Order

Board President M. Roubitchek called the meeting to order at 7:01 p.m. The following Board members were present: J. Moore, L. Ross and C. Westerlund. Board members, D. Holden, N. Kirk, and C. Moore were absent.

II. Recognition of Visitors/ Public Comments

None.

III. Approval of the Minutes of the January 20th, 2020 Board Meeting

A motion to approve the meeting minutes from the January 20, 2020 meeting was made by C. Westerlund and seconded by J. Moore. The motion was approved unanimously.

IV. Approval of the Executive Session Minutes of the January 20th, 2020 Board Meeting

A motion to approve the minutes from the Executive Session of the January 20th, 2020 meeting was made by J. Moore and seconded by L. Ross. The motion was approved unanimously.

V. Treasurer's Reports / Review of Payments

In lieu of the Board Treasurer's absence (N. Kirk), Director Amy Byers provided a summary report of the income and expenditures for the month of January 2020.

A motion to approve the Treasurer's report was made by C. Westerlund and seconded by L. Ross. The motion was approved unanimously.

VI. Reports

A. Friends of the Library

The Friends are focused on the upcoming Murder Mystery Dinner scheduled for March 13th and 14th; ticket sales are going well. A new table layout will be used and should minimize the view of the play being obstructed by the large pole in the gallery rooms.

B. Library Foundation

Director Byers and Foundation President B. Germann recently met with Kent Massie of Massie Massie and Associates to discuss the proposed patio project. The company will prepare a rendering of the proposed patio space and it is estimated to cost approximately \$2,000. The company is currently working with the Williamsville Public Library on the development of a plan for outdoor space.

C. Library Director's Report/APPROVAL

Director Byers discussed the recent roof leak in the employee entrance that was patched. In the near future, Designed Roofing will conduct a full assessment of the roof to determine if additional areas require repair. Director Byers discussed the statistical charts included in the board packet; the charts provide comprehensive information on fines collected, new library cards issued, card renewals, the number of patrons and use of the

fax machine during the time frame of FY15-FY19. C. Westerlund asked Director Byers to provide a breakdown of children and adult fines at the next board meeting.

Director Byers and five department heads will be attending the Public Library Association's biennial conference in Nashville TN, during the week of February 24th.

A motion to approve the Library Director's Report was made by J. Moore and seconded by C. Westerlund. The motion was approved unanimously.

D. ILA Palm Card and Legislative Report

Director Byers provided an overview of the information received from the lobbyist at the ILA Legislative Day event she attended in Edwardsville earlier in the month.

E. Newspaper Articles

Five newspaper articles about or related to the Chatham Area Public Library were published in local newspapers in January 2020.

F. Art Committee Report - Voting on Call to Entry

Director Byers noted the Art Committee was still in the processing of compiling votes for the five awards for the 11th Call to Entry Art Show. The art show opening reception will be held at the library on Friday, February 21, 2020, 5:30 p.m. – 7:30 p.m.

G. Other

VII. Unfinished Business

A. Minimum Wage Law and Budget Impact / DISCUSSION

Executive Session 5ILCS120/2(c) (1) (If deemed necessary)

Director Byers reviewed and discussed the spreadsheet that was included in the board packet. The spreadsheet outlines proposed pay grades, with minimum, midpoint and maximum hourly rates for specific job titles. One spreadsheet delineated the past, current and projected general funds and payroll expenses. Director Byers noted adjustments to general funds included the addition of per capita monies, the savings generated from the newly implemented reduction in staff hours and the two FY21 minimum wage increases. Director Byers also noted the Enterprise fund can serve as a funding source for programming and services.

Director Byers will provide a detailed demonstration of how the pay grades and ranges were developed at the next board meeting.

B. Facility/ Future Space Planning / DISCUSSION

As the development of the strategic plan is still ongoing, a facility/space plan has not been developed or finalized. Director Byers plans on attending a workshop on space planning at the Public Library Association conference later in the month. Director Byers noted the comprehensive report on space utilization and plans for the future in the board packet was prepared for use with the scheduled tour of the library.

C. Other

None.

VIII. New Business

A. Tour of the Library

The Board concurred that the tour of the library should be postponed due to the absence of three board members. The library tour and review of the space planning report will be done at the next board meeting.

B. Other

None.

IX. Announcements

A. Next Board Meeting: March 16th at 7:00 p.m.

B. ILA's Trustee Training: March 7th at the Illinois State Library

C. Friends' Murder Mystery Dinner Theater March 13th & 14th

X. Adjournment

A motion to adjourn the meeting was made by C. Westerlund and seconded by J. Moore. The motion was approved unanimously. The meeting adjourned at 7:49 p.m.