

CHATHAM AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING AGENDA
Monday, November 15th 2021 7:00 PM

I. Board Meeting Called to Order

Board President M. Roubitchek called the meeting to order at 7:00 p.m. The following board members were present: C. Westerlund, E. Bolinger, V. Ross, and D. Holden. Director Byers was also present.

Board Members Absent: J. Moore, L. Ross

II. Recognition of Visitors / Public Comments

No visitors or public comments

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

Mr. Legg reviewed the audit report for the period ending June 30, 2021. No issues or discrepancies were noted in the audit.

IV. Approval of Minutes from Regular Meeting

A motion to approve the minutes from the October 18th, 2021 board meeting was made by D. Holden and seconded by E. Bolinger. The motion was approved.

V. Treasurer's Report / Review of Payments

Board Treasurer E. Bolinger reviewed the financial reports. One notable expense was the parking lot had recently been repaired.

A motion to approve the Treasurer's Report / Review of Payments was made by D. Holden and seconded V. Ross. The motion was approved.

VI. Reports

A. Library Director's Report/APPROVAL

- Circulation numbers continue to build back up.
- The Foundation received a \$25,000 from an anonymous donor for the South Terrace project.
- The Friends welcomed to new board members at their most recent board meeting.
- We hired another part-time staff member in Adult Services, but we are losing our Community Engagement Coordinator.
- Six staff members attended a daylong training session, entitled an Introduction to Systemic Racism, from the Springfield Coalition on Dismantling Racism.
- A staff resources webpage for all policies, procedures, forms, etc. has been completed.

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

B. ARPA Workforce Development Grant Report

The Library was awarded an ARPA grant from the Illinois State Library. The library will be offering ten classes throughout the 2022. Also included will be a day for taking professional headshots, networking, book club for leadership and development, interview kits, homework help for K-12, etc. We have a year to spend the money that was granted to us.

C. Newspaper Articles/Communications Report

Please see the board packet for all of the different library mentions in the newspaper articles over the past month.

D. Tax Receipts Update

Tax receipts for the month of October were reviewed.

E. Other

No other business was discussed.

VII. Unfinished Business

A. Building Leak Investigation / APPROVAL

An architect from Graham & Hyde came out to discuss the issues related to building leaks. They have submitted a proposal for building leak investigation work, in conjunction with O'Shea Builders. The proposal outlines the scope of work and estimated costs for correcting the ongoing building leaks. The cost for this work would be O'Shea Builders: \$10,111 not-to-exceed fee and Graham & Hyde: \$8,000 not-to-exceed fee.

A motion to approve the Building Leak Investigation proposal was made by D. Holden and seconded by E. Bolinger. A roll vote was conducted, with all members voting in the affirmative. The motion was approved.

B. Health Insurance 2021-2022 / DISCUSSION

Director Byers spoke with Chuck Hunt, the Library's insurance representative, who indicated if they switched insurance plans it will be more expensive. With BCBS and Springfield Clinic still in discussions and the LIMRICC Library Insurance pool does not have enrollment until the beginning the year it was suggested that we stay with the current insurance plan.

C. Pandemic Response / DISCUSSION

No pandemic response was had since the current pandemic response continues to be working.

D. Other

No other business was discussed.

VIII. New Business

A. FY21 Audit / APPROVAL

A motion to approve the FY21 Audit was made by D. Holden and seconded by E. Bolinger. The motion was approved.

B. 4-80 Programming / APPROVAL

Created this as a new policy to explain what we do and how we determine our programming offerings.

A motion to approve 4-80 Programming Policy was made by C. Westerlund and seconded by D. Holden. The motion was approved.

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

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

Board members were reminded to review the Per Capita Requirements.

D. Other

No other business was discussed.

IX. Announcements

- A. Next Board Meeting: January 18th, 2021 at 5:30 p.m.

X. Adjournment

A motion to adjourn the meeting was made by D. Holden and seconded by E. Bolinger. The motion was approved. The meeting adjourned at 7:34 p.m.