

**CHATHAM AREA PUBLIC LIBRARY DISTRICT**  
**BOARD MEETING AGENDA**  
Monday, January 17, 2022 5:30 PM

**I. Board Meeting Called to Order**

Board President M. Roubitchek called the meeting to order at 5:32 p.m. The following board members were present: C. Westerlund, J. Moore, E. Bolinger and L. Ross. Director Byers was also present.

Board Members Absent: D. Holden, V. Ross

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

No visitor's present or public comments

**III. Approval of Minutes from Regular Meeting**

**A motion to approve the minutes from the November 15, 2021 board meeting was made by E. Bolinger and seconded by C. Westerlund. The motion was approved.**

**IV. Treasurer's Reports -November/December 2021 / Review of Payments**

Board Treasurer E. Bolinger reviewed the financial reports for November and December. Expenses in December were noticeably higher due to the bond principal and interest being paid for the 2009 building expansion.

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

**V. Reports**

**A. Library Director's Report /APPROVAL**

- November and December were good months, but the beginning of the year will be slow due to the rise in COVID-19 numbers.
- Programming for the month has been either cancelled, postponed or switched to virtual.
- We currently hired two new employees that will be good additions to the library.
- The Friends of the Library had a great turn out for member appreciation night. They have postponed Murder Mystery until April. The café will be closed for the remainder of the month, and possibly the month of February.
- The Friends Board is currently looking for a Treasurer. Please let Director Byers know if you have any recommendations.

**A motion to approve the Library Director's Report was made by E. Bolinger and seconded by J. Moore. The motion was approved.**

**B. Space, Activity and Furniture Plan in Children's Department /UPDATE**

We have started to purchase new furniture and items to update our YA and Children's spaces. Please see board packet for updates.

**C. Newspaper Articles**

Please see board for all of the news articles published during November and December 2021.

**D. Tax Receipts Update**

The final distribution was received in November.

**E. Other**

There was no other business to discuss.

**VI. Unfinished Business**

**A. Pandemic Response / DISCUSSION**

A COVID Planning Document was updated due the current rise in COVID-19 numbers. Included in the document are procedures for the Library Building/Staffing/Programming. Currently, all in person programming has been either cancelled, postponed or being done virtually and meeting rooms have been reduced in number of attendees are allowed in the space. Director Byers will talk with staff concerning how the library will proceed with programming for the month of February.

**B. Other**

There was no other business to discuss.

**VII. New Business**

**A. Illinois Libraries Presents Intergovernmental Agreement / APPROVAL**

**A motion to approve the Illinois Libraries Present Intergovernmental Agreement was made by J. Moore and seconded by C. Westerlund. The motion was approved.**

**B. Closed Meeting Minutes Review / APPROVAL**

**Executive Session (5 ILCS 120/2.06) (If deemed necessary)**

There were no closed meeting minutes to review.

**C. FOIA / Open Meeting Act officers / APPOINTMENT**

M. Roubitchek agreed to continue as the CAPLD's FOIA officer and C. Westerlund agreed to continue as our Open Meeting Act Officer.

**D. Library Director Evaluation Committee/ APPOINTMENT**

M. Roubitchek, L. Ross and C. Westerlund were appointed to the Library Director Evaluation Committee

**E. Other**

There was no other business to discuss.

**VIII. Announcements**

A. Next Board Meeting: February 21st at 7 p.m.

B. ILA Legislative Meet-up: January 28<sup>th</sup> at 8:00 a.m. – Zoom Meeting  
<https://www.ila.org/events/legislative-meet-ups>

C. Save the Date: Friends' Murder Mystery Fundraiser: April 8<sup>th</sup> and 9<sup>th</sup> 2022

**IX. Adjournment**

**A motion to adjourn the meeting was made by E. Bolinger and seconded by J. Moore. The motion was approved. The meeting adjourned at 6:02 p.m.**