

**CHATHAM AREA PUBLIC LIBRARY DISTRICT  
BOARD MEETING MINUTES**

Monday, October 18th 2021 7:00 PM

- I. Board Meeting Called to Order at 7:01 p.m.**  
Board of Trustees Present: M. Roubitchek, C. Westerlund, J. Moore, D. Holden, E. Bolinger, and V. Ross. Board of Trustees absent: L. Ross. Director Byers was also present.
- II. Recognition of Visitors / Public Comments**  
No visitors or members of the public present.
- III. Approval of Minutes**  
**A motion to approve the minutes from the September 20, 2021 board meeting was made by D. Holden, seconded by J. Moore. The motion was approved.**
- IV. Treasurer's Report / Review of Payments**  
Board Treasurer E. Bolinger reviewed the financial reports. Income received for the month was a result of the tax receipts received.  
**A motion to approve the Treasurer's Report / Review of Payments was made by D. Holden and seconded by V. Ross. The motion was approved.**
- V. Reports**
- A. Library Director's Report/APPROVAL**
- Patron count is still low compared to where we were in 2019 at this time. Circulation and new cards continue to grow.
  - E.L. Pruitt has fixed our HVAC issues; however, a new leak was discovered outside the activity room, which will need to be addressed.
  - The library has hired two new employees who have started training and working with staff.
  - The library was awarded one of the two Bouncing Back! Improving Workforce Development grants for \$11,911 from ISL. The money received will be used for a new database to help in job searches and training, to create a book club and Chromebooks.
- A motion to approve the Library Director's Report was made by C. Westerlund and seconded by D. Holden. The motion was approved.**
- B. Newspaper Articles/Communications Report**  
Please see the board packet for all of the different library mentions in the newspaper articles over the past month.
- C. Health Insurance Update**  
Health Insurance agent Chuck Hunt has researched additional staff health insurance options, but they appear to be higher costs than our current plan. However, we are still at odds of losing Springfield Clinic doctors because of ongoing issues with BCBS. Another option is LIMRICC insurance, but enrollment period has currently ended, and we will need more information. Byers will bring more information to share at the November meeting.
- D. Tax Receipts Update**  
Tax receipts for the month of September 2021 were reviewed.

- E. Other.**  
None

**VI. Unfinished Business**

- A. Mission, Vision and Value Statements / APPROVAL**  
A motion to approve the Mission, Vision and Value Statements was made by C. Westerlund and seconded by E. Bolinger. The motion was approved.
- B. 2022-2024 Strategic Plan /APPROVAL**  
A motion to approve the 2022-2024 Strategic Plan was made by J. Moore and seconded by D. Holden. The motion was approved.
- C. 2022 Action Plan /APPROVAL**  
A motion to approve the 2022 Action Plan was made by C. Westerlund and seconded by D. Holden. The motion was approved.
- D. Building Repair /DISCUSSION**  
Byers has a meeting scheduled with Graham & Hyde Architects to discuss possible repair options and will share more information at the November meeting.
- E. Pandemic Response / DISCUSSION**  
No discussion was had since the current pandemic response continues to be working.
- F. Other.**  
None

**VII. New Business**

- A. Levy & Assessment of Taxes Ordinance No. 2022-3 / APPROVAL**  
A motion to approve the Levy & Assessment of Taxes Ordinance No. 2022-3 was made by D. Holden and seconded by J. Moore. A roll vote was conducted, with all members voting in the affirmative. The motion was approved.
- B. Statement of Receipts and Disbursements FY21 / APPROVAL**  
A motion to approve the Statement of Receipts and Disbursements FY21 was made by C. Westerlund and seconded by J. Moore. A roll vote was conducted, with all members voting in the affirmative.
- C. Per Capita Requirements: Serving our Public 4.0 / REVIEW**
  - a. Chapter 8: System Member Responsibilities and Resource Sharing
  - b. Chapter 9: Public Services: Reference and Reader's Advisory Services
  - c. Chapter 10: Programming**Board members were reminded to review the Per Capita Requirements.**
- D. Other.**  
None

**VIII. Announcements**

- A. Next Board Meeting: November 15th, 2021.

**IX. Adjournment**

A motion to adjourn the meeting was made by D. Holden and seconded by J. Moore. The motion was approved. The meeting adjourned at 7:32 p.m.