

CHATHAM AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING MINUTES
Monday, January 20, 2020 5:30 PM

I. Board Meeting Called to Order

Board President M. Roubitchek called the meeting to order at 5:31 p.m. The following Board members were present: D. Holden, N. Kirk, C Moore, J. Moore, L. Ross and C. Westerlund.

II. Recognition of Visitors / Public Comments

None.

III. Approval of Meeting Minutes

A motion to approve the meeting minutes from the November 18, 2019 meeting was made by D. Holden and seconded by N. Kirk. The motion was approved unanimously.

IV. Treasurer's Report / Review of Payments

Board Treasurer N. Kirk provided an overview of the income and expenditures for the months of November 2019 and December 2019. The following expenditures were highlighted: health insurance premium (increased), pension contribution, bond interest and audit fee.

A motion to approve the Treasurer's report was made by D. Holden and seconded by J. Moore. The motion was approved unanimously.

V. Reports

A. Friends of the Library

The Winter Book and Bake Sale was held on January 18, 2020 and was successful – approximately \$1,800 in sales. The play for the Murder Mystery Dinner Theater has been cast and ticket sales have begun. The Friends of the Library Café and Bookstore is currently being managed by volunteer manager, Kay Titchenal. Kay has been instrumental in increasing the use of volunteers in the Café and Bookstore. The Café and Bookstore now operates on a more regular schedule and sales have increased under Kay's management.

B. Library Director's Report/APPROVAL

Director Byers noted the installation of LED parking lot lights and the removal of dead trees in the parking lot were completed in December 2019. Director Byers also noted the ongoing work with getting the newly acquired telescope available for circulation in the spring.

Director Byers discussed the following topics: (1) The library has applied for grant to purchase a book bike for use in community outreach events; (2) An in-house sexual harassment prevention training program is being developed in accordance with the new state law – the Library's Niche Academy software will be used to monitor completion of the training by library staff; (3) Director Byers sought Board approval to purchase personal membership to Illinois Library Association – needed in order for her to run for the Illinois Library Association Board; and (4) Director Byers recommended the Board seek bids for the Library's General Insurance policy.

A motion to approve the Library Director's report was made by D. Holden and seconded by J. Moore. The motion was approved unanimously.

C. Tax Receipts – Final Distribution

Board President M. Roubitchek noted the tax receipt information contained in the board packet.

D. Newspaper Articles

Five newspaper articles about or related to the Chatham Area Public Library were published in local newspapers in November/ December 2019 and early January 2020.

E. Other

None.

VI. Unfinished Business

A. Facility/Space Planning Consultant/APPROVAL

Director Byers noted the focus of the proposed space assessment/audit project: (1) Review current trends in libraries; (2) Denote what CAPLD does well; (3) Areas of improvement and (4) develop a plan for better use of existing space. The Board reviewed and discussed the proposals from four different vendors. Most board members concurred a space assessment/audit is needed; however, the strategic plan should be finalized before moving forward with the project. The Board requested more staff involvement in the development of plan for better use of existing space and additional information from the references listed by the vendors. The Board also noted the need to negotiate hourly rates/fees with the vendors. The Board agreed to table this topic until the Library's strategic plan has been finalized and approved.

B. Chatham Area Public Library District By-Laws/APPROVAL

A motion to approve the revised Chatham Area Public Library District By-Laws was made by D. Holden and seconded by J. Moore. A roll call vote was conducted and the motion was approved unanimously.

C. 2020 Strategic Plan: Priorities/DISCUSSION

Director Byers noted the priorities outlined for the 2020 Strategic Plan and recommended removal of the priority for developing and implementing a financial plan. The Board concurred with the removal of the financial plan priority. The development of a three year strategic plan is ongoing.

D. Other

VII. New Business

A. Minimum Wage Law and Budget Impact/DISCUSSION

Executive Session 5 ILCS 120/2 (c) (1) (If deemed necessary)

The Board convened an Executive Session to discuss the minimum wage law and potential salary increases for library staff.

B. Governance Policies 1-10 – 1-220 – Duplication Removal/APPROVAL

Director Byers sought Board approval to remove the duplicative Governance policies that are addressed in the recently revised Chatham Area Public Library District By-Laws.

A motion to approve the removal of duplicative Governance policies from the policy manual was made by D. Holden and seconded by N. Kirk. The motion was approved unanimously.

**C. Closed Meeting Minutes Review/APPROVAL
Executive Session (5 ILCS 120/2.06) (If deemed necessary)**

The Board reviewed the closed meeting minutes from 2019 (June 17th, July 1st and July 15th) to determine if they should be released or remain closed.

A motion to approve the release of the 2019 closed meeting minutes was made by D. Holden and seconded by N. Kirk. A roll call vote was conducted and the motion was approved unanimously.

D. Friends of the Library Annual Report/APPROVAL

A motion to approve the Friends of the Library Annual Report was made by D. Holden and seconded by J. Moore. The motion was approved unanimously.

E. Library Foundation Annual Report/APPROVAL

A motion to approve the Library Foundation Annual Report was made by D. Holden and seconded by N. Kirk. The motion was approved unanimously.

F. Appointment of FOIA/Open Meeting Act Officers

A motion to approve the appointment of M. Roubitchek as the FOIA Officer and C. Westerlund as the Open Meeting Act Officer was made by C. Moore and seconded by D. Holden. The motion was approved unanimously.

G. Other

None.

VIII. Announcements

- A. Next Board Meeting: February 17th 2020 at 7:00 p.m.**
- B. Friends' Murder Mystery: March 13th & 14th, 2020**

IX. Adjournment

A motion to adjourn the meeting was made by D. Holden and seconded by N. Kirk. The meeting was adjourned at 6:44 p.m.