

CHATHAM AREA PUBLIC LIBRARY DISTRICT

BOARD MEETING MINUTES

Monday, April 15, 2019 7:00 PM

I. Thank You and Recognition of Board Member Susie Fairfield

A cake and punch reception was held at 6:30 p.m. to recognize Susie Fairfield's contributions to the Chatham Area Public Library for over 20 years.

II. Board Meeting Called to Order at 7:00 p.m.

M. Roubitchek called the meeting to order at 7:03 PM. The following Board members were in attendance: D. Holden, S. Fairfield, N. Kirk, C. Moore, and L. Ross. Board President Christine Westerlund was absent.

III. Recognition of Visitors/Public Comments

The Board recognized Emmet Fairfield. No public comments were made.

IV. Approval of Minutes

A motion to approve the March 2019 Board meeting minutes, with no addition or changes, was made by S. Fairfield; seconded by D. Holden. The motion passed unanimously.

V. Treasurer's Reports/Review of Payments

Board Treasurer Nela Kirk highlighted recent expenditures for continuing education, repair and maintenance projects and acquisition of books. The library earned income through printing and fines. M. Roubitchek commented on the addition of the reconciliation reports to the Treasurer's report – very helpful in seeing how monies are being spent.

VI. Reports

A. Friends of the Library

The Friends of the Library Board added another board member. The Board is focusing on working on improving the pricing system in the Café to increase profit.

B. Library Foundation – Meeting April 18th @ 6:30 p.m.

The Library Foundation is scheduled to meet on Thursday, April 18th at 6:30 p.m. – the foundation will be discussing the patio project. The Foundation is still in need of a community at large member.

C. Library Director's Report/Approval

Library Director Amy Byers highlighted the recent improvements/additions to the building: installation of blinds in the children's area; new reader board faces on the outdoor mounted sign; new water fountain/bottle filling station; and new tables for the gallery rooms. New office chairs have been ordered and delivery is pending.

Ms. Byers noted the panic button alarms were tested the previous week and it was determined they were not functional; the alarm company repaired the panic buttons on April 15th. Director Byers is seeking cost information on additional panic buttons for the back circulation area, computer lab and possibly the Café.

Ms. Byers noted that the majority of continuing education hours is due to the children's staff recent attendance at the Youth Services Conference held in Bloomington. Ms. Byers discussed future personnel needs for the library – plans are to address hiring for several positions in late summer.

The Library applied for a grant from the King's Daughter Organization – the grant will allow the Library to provide Tai Chi and Yoga classes as well as circulate exercise equipment – with emphasis on seniors.

Attendance at the focus groups for Adult Programming and Children/Young Adult Programming were not well attended; however, feedback was received. The final focus group – Library of the soon to be future, will be held on April 27th; a press release has been issued to announce this focus group with the hope there will be better attendance/participation.

The Staff Institute was held on April 12th – training was provided to staff on the use of a fire extinguisher and active shooter response and information was shared about the upcoming summer reading programs as well as circulation tips.

A motion to approve the Library Director's report was made by S. Fairfield; motion was seconded by C. Moore. The motion passed unanimously.

D. Newspaper Articles

Six newspaper articles about or related to the CAPLD were published in local newspapers in March.

E. Art Committee Report & Winners

The next art show will be the display of past years Summer Reading Program banners. In celebration of the 10th anniversary of the Call to Entry Art show, an art show featuring the Best in Show winners is scheduled for June 10th – July 31st. The schedule for remaining art shows in 2019 has been finalized.

F. Budget Comparison between similarly sized libraries Report

Director Byers compiled a report of similarly sized libraries which highlighted personnel, collection and operating expenditures for calendar years 2016 and 2017. The purpose of the report was to give the Board an idea of how the Chatham Area Public Library District compares to other libraries.

G. FY20 Preliminary Budget and Staffing Update

Director Byers reviewed the per capita estimates provided by Sangamon County. Goal is to use the County's numbers and began budget prep for payroll, etc. The proposed FY20 budget will be presented at the May 20th board meeting.

H. Other

None.

VII. Unfinished Business

None.

VIII. New Business

A. Self-Check Out Stations/APPROVAL

Director Byers presented the Board with the quote for (2) self-check out stations; one to be used in Children's and the other in front circulation. The stations consist of a screen and barcode scanner; software will be installed to connect the stations to Polaris in order to enable patrons to self-check out books, etc. The intent is not to eliminate positions but to improve efficiency and utilize staff in other areas/projects. Director Byers will craft a message to ensure the public/patrons know that library staff are still available to assist.

A motion to approve the purchase of the self-check out stations was made by S. Fairfield and seconded by N. Kirk. A roll call vote was conducted and the motion passed unanimously.

B. Community Engagement Librarian Position/APPROVAL

Director Byers outlined the duties of the proposed community engagement librarian position to the Board. The position would provide outreach to the community as well as market the library and the services it offers to the community. The position will be part-time circulation and part-time engagement. Director Byers' plan is to promote Circulation Assistant Megan Freeman, who is completing her Master in Library Science degree in May 2019, to the position.

A motion to approve the creation of the Community Engagement Librarian position was made by S. Fairfield and seconded by D. Holden. The motion was unanimously approved.

C. FY20 Audit Proposal/APPROVAL

Director Byers noted the price quoted for the FY20 Audit is the same price as last year.

A motion to approve the quote/vendor for the FY20 Audit was made by D. Holden and seconded by Fairfield. The motion passed unanimously.

D. FY20 Attorney Proposal/DISCUSSION

Director Byers advised the current attorney for the Library, Jon Ellis, will be retiring at the end of June. Director Byers is in the process of compiling names of attorneys for consideration at the next Board meeting.

E. Open Trustee Position/DISCUSSION

Susie Fairfield's trustee position is open at the end of April. Director Byers will put out a notice on the Library's Facebook page and in the local newspaper about the open trustee position. The Board will be responsible for interviewing potential applicants and appointing someone to the position.

F. Other

None.

IX. Announcements

Next Board Meeting – May 20th at 7:00 p.m.

Trustee Development Training – May 11th at the Edwardsville Public Library – Board President Christine Westerlund and Library Director Amy Byers will be conducting a presentation, “Forging Strong Relationships between Library Trustees and Directors.”

X. Adjournment

A motion to adjourn the library board meeting was made by S. Fairfield; the motion was seconded by D. Holden. The motion passed unanimously. The meeting was adjourned at 7:45 p.m.