

# CHATHAM AREA PUBLIC LIBRARY DISTRICT

## BOARD MEETING MINUTES

Monday, May 20, 2019 7:00 PM

### **I. Oath of Office for elected Trustees**

Board President Christine Westerlund congratulated the recently elected trustees (Westerlund, Holden, Kirk and Ross) and administered the oath of office.

### **II. Officer Elections**

- A. President
- B. Vice-President
- C. Secretary
- D. Treasurer

The following slate of candidates for officer elections were submitted for consideration and approval: Michael Roubitchek – President, Christine Westerlund – Vice-President, Leslie Ross – Secretary and Nela Kirk – Treasurer.

**A motion to accept the slate of officers was made by D. Holden and seconded by C. Moore; no objections were noted and the motion passed unanimously.**

### **III.**

#### **A. Public hearing on the Acceptance of Credit Cards at the Chatham Area Public Library called to order**

**A motion to convene the public hearing was made by D. Holden and seconded by C. Moore; no objections were noted and the motion passed unanimously.**

#### **B. Public Comments**

None. No members of the public present.

#### **C. Public Hearing Adjourned**

**A motion to adjourn was made by D. Holden and seconded by C. Moore; no objections were noted and the motion passed unanimously. The public hearing was adjourned at 7:04 p.m.**

### **IV. Board Meeting Called to Order**

Newly elected Board President M. Roubitchek called the meeting to order at 7:05 p.m. The following Board members were in attendance: D. Holden, N. Kirk, C. Moore, L. Ross and C. Westerlund.

### **V. Recognition of Visitors / Public Comments**

None.

## **VI. Approval of Minutes**

**A motion to approve the April 2019 meeting minutes, with no additions or changes, was made by D. Holden and seconded by N. Kirk. The motion passed unanimously.**

## **VII. Treasurer's Reports / Review of Payments**

Board Treasurer N. Kirk reviewed account balances; noted income generated from printing and fines. Recent expenditures were highlighted – printing costs for newsletter, repair of the outdoor sign and the purchase of additional books. N. Kirk also explained negative and corrected balances outlined in the budget report.

**A motion to approve the Treasurer's report, without additions or changes, was made by C. Moore and seconded by D. Holden. The motion was approved unanimously.**

## **VIII. Reports**

### **A. Friends of the Library**

The Friends are in the process of revamping procedures for the Café. The Friends' Sweet Corn Book Sale is scheduled for July 19, 9 a.m. – 3 p.m.

### **B. Library Foundation**

The Foundation met in April to discuss the proposed outdoor patio space. The Foundation will meet in late June to discuss next steps, review and discuss a list of potential donors and review drawings from the architect.

### **C. Library Director's Report / APPROVAL**

Director Byers highlighted the status of recent purchases and repairs completed at the library. Director Byers noted the recent addition of two self-check stations, one in the children's section and the other across from the front circulation desk; the purpose of the self-check stations is three-fold: (1) will help alleviate congestion during summer months - in the summer months of 2018, approximately 87,000 items were circulated (2) will allow staff to devote more time to assisting patrons with reading advisory and reference questions as well as developing programs; and (3) provide patrons privacy

**A motion to approve the Library Director's Report was made by D. Holden and seconded by L. Ross. The motion passed unanimously.**

### **D. Prevailing Wage Update**

Director Byers noted the new law (effective June 1, 2019) regarding prevailing wage – does not eliminate the requirement for local governments to pay prevailing wage; however, local governments are no longer required to file or publish a prevailing wage ordinance.

**E. Newspaper Articles**

Four newspaper articles about or related to the Chatham Area Public Library were published in local newspapers in April.

**F. Art Committee Report**

The Summer Reading Banner Art Show is currently in place. The 10<sup>th</sup> Anniversary Call to Entry Best in Show Winners art show is scheduled June 10<sup>th</sup> – July 31<sup>st</sup>. The Illinois Prairie Pastel Show is scheduled August 12<sup>th</sup> – September 30<sup>th</sup>.

**G. Other**

None.

**IX. Unfinished Business**

A. Other

None.

**X. New Business**

**A. Proposed Budget FY 19-20**

**Executive Session 5ILCS120/2(c) (2) / REVIEW**

The proposed budget for FY19-20 was reviewed. Director Byers highlighted the income detail and the comparison of the current year's budget and the proposed FY19-20 budget. The Board will vote on the FY19-20 budget at the June board meeting.

**B. FY20 Non-Resident Fee / APPROVAL**

The FY20 Non-Resident Fee is \$165.

**A motion to approve the FY20 Non-Resident Fee was made by D. Holden and seconded by N. Kirk. The motion was approved unanimously.**

**C. B&B Electric Lighting Invoice / APPROVAL**

Director Byers noted the need to update the can lights which are not part of the main lighting in the library, i.e., in the conference room, etc. The invoice from B&B Electric in the amount of \$2,559.73 exceeds the monetary threshold that can be approved by Director Byers.

**A motion to approve the B&B Electric Lighting invoice was made by D. Holden and seconded by N. Kirk. The motion passed unanimously.**

**D. B&B Electric LED lighting replacement /APPROVAL**

Director Byers requested approval of the quote by B&B Electric (\$1,840.00) to convert 40 can lights to LED can lights.

**A motion to approve the B& Electric quote was made by C. Moore and seconded by L. Ross. The motion passed unanimously.**

**E. 4-150 Credit Card Transactions Policy / APPROVAL**

A policy to allow CAPLD patrons to pay library bills, fines or fees with a credit or debit card was presented to the Board for review and approval. Prior to voting on the policy, Director Byers asked the Board to consider having a separate bank account at United Community Bank tied to credit/debit transactions. This was suggested to protect our tax money from any malicious events associated with taking credit card payments. She highlighted the process for establishing the separate bank account – having the approval of establishing a separate bank account published in Board meeting minutes and submitting a letter to United Community Bank.

**A motion to approve the Credit/Debit Card Transactions (4-150) policy was made by D. Holden and seconded by L. Ross. The motion was approved unanimously.**

**F. Other**

Director Byers informed the Board of the Volunteer Appreciation Brunch that will be held on Saturday, August 3<sup>rd</sup>, 9:30 a.m. – 11:30 a.m.

Director Byers noted that information regarding the Trustee vacancy will be published within the next week. Interviews may need to be conducted prior to the next scheduled Board meeting.

**XI. Announcements**

A. Next Board Meeting: June 17<sup>th</sup> at 7 p.m.

Board President M. Roubitchek noted the date listed on the agenda for the next scheduled board meeting is incorrect – the next board meeting is scheduled for Monday, June 17<sup>th</sup> at 7 p.m.

**XII. Adjournment**

**A motion to adjourn was made by D. Holden and seconded by N. Kirk. The motion passed unanimously. The meeting adjourned at 7:43 p.m.**