

CHATHAM AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING MINUTES
Monday, June 17th 2019 7:00 PM

I. Interview candidates for the open trustee position

The Board interviewed Miranda Grundy and Dianna Taylor for the vacant trustee position.

II. Board Meeting Called to Order

Board President M. Roubitchek called the meeting to order at 7:23 p.m. The following Board members were in attendance: D. Holden, N. Kirk, C. Moore, L. Ross and C. Westerlund.

III. Recognition of Visitors / Public Comments

None.

IV. Approval of Minutes

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

V. Treasurer's Report / Review of Payments / APPROVAL

Board Treasurer N. Kirk reviewed bank and special reserve account balances. Recent expenditures were highlighted – installation of lighting in gallery rooms, equipment purchases and additional book purchases. N. Kirk also discussed the monies generated from the Summer Reading Program (\$3,722) and the expenditures for the Summer Reading Program in May (\$1,032).

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

VI. Reports

A. Friends of the Library

Director Byers noted the Friends Board met while she was on vacation. The Bookstore Manager's work hours have been reduced to 10 hours/week during the summer as the bookstore has more volunteer staff during the summer.

B. Library Foundation – Meeting on June 27th at 6:00 p.m.

Meeting will focus on reviewing and developing donors list and architect drawings for the proposed patio project.

C. Library Director's Report / APPROVAL

Director Byers discussed the hiring of person for the computer lab assistant position – will work only during the summer. The position will need to be filled after the summer. Director Byers noted the positive aspects of the online registration for the summer reading program -feedback from patrons has been overwhelmingly positive; however, there have been concerns noted about the online registration process. Patrons who do not want to utilize the online registration process do have the option of completing the registration process on paper.

D. Holden inquired about the extended library hours during GHS' finals- Director Byers noted feedback from staff indicated approximately 15 students took advantage of the extended library hours each day. The extended library hours were advertised at the

high school via the morning announcements. Director Byers suggested trying it again during fall finals to determine if it is worth offering extended hours for finals on a regular basis.

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

D. Tax Receipts Update

M. Roubitchek noted the updated tax receipts information contained in the board packet.

E. Newspaper Articles

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

F. Art Committee Report

C. Westerlund noted artwork for the Best in Show Winners Art Show is currently on display in the library. The Illinois Prairie Pastels art show is scheduled for August.

G. Other

None.

VII. Unfinished Business

A. Proposed Budget FY 19-20 / APPROVAL

Executive Session 5ILCS120/2(c)(1) (If deemed necessary)

Board President M. Roubitchek noted that any concerns/questions regarding salaries in the proposed budget will need to be discussed in Executive Session. None of the board members had concerns or questions regarding salaries, therefore an executive session was not necessary.

Various board members were complimentary of the format of the proposed FY19-20 budget as the format aids in the ease of understanding the budgetary needs of the library. M. Roubitchek and Director Byers discussed the impact of the minimum wage increase on the percentage of the salary costs (increase) in the proposed budget. Director Byers noted the previous discussion about the status of the Enterprise Fund – she recommended leaving the Enterprise Fund as is and the Board concurred.

A motion to approve the proposed FY19-20 budget was made by D. Holden and seconded by C. Westerlund. A roll call vote was conducted by Board Secretary L. Ross and the motion passed unanimously.

B. Other

None.

VIII. New Business

**A. Appointment of New Trustee Discussion
Executive Session 5ILCS120/2(c) (3)**

The Board went into Executive Session to discuss applicants for trustee position.

Advertisement for the vacant trustee position will continue until July 10, 2019 to see if there are additional people interested in the position.

B. Board Meeting and Publish Dates FY20 / APPROVAL

Board members reviewed the FY20 Board Meeting and Publish Dates schedule.

A motion to approve the FY20 Board Meeting and Publish Dates schedule was made by D. Holden and seconded by C. Moore. The motion was approved unanimously.

C. Other

None.

IX. Announcements

A. Next Board Meeting – July 15, 2019

M. Roubitchek noted the next board meeting is scheduled for Monday, July 15th at 7:00 p.m.

B. Friends' Book Sale – July 20, 2019

The Friends of the Library book sale is Saturday, July 20th, 9 a.m. – 3 p.m.

X. Adjournment

A motion to adjourn the meeting was made by D. Holden and seconded by N. Kirk. The motion was approved. The meeting adjourned at 7:55 p.m.