

CHATHAM AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING MINUTES
Monday July 15th 2019 7:00 PM

I. Board Meeting Called to Order

Board President M. Roubitchek called the meeting to order at 7:02 p.m. The following Board members were present: D. Holden, N. Kirk, C. Moore and C. Westerlund. Board Secretary L. Ross was absent and C. Moore served as Acting Secretary.

II. Recognition of Visitors / Public Comments

None.

III. Unfinished Business

A. Appointment and Discussion of New Trustee

**Interview candidates for the open trustee position
Executive Session 5ILCS120/2(c)(3)**

A motion to convene an Executive session was made by D. Holden and seconded by C. Westerlund. A roll call vote was conducted and the motion was approved unanimously.

The Board went into executive session to interview the following applicants for the vacant board position: John Moore, Vanessa Ross and Eric Bolinger. The Board conducted a discussion/review of all applicants for the vacant board position.

Motion to adjourn from Executive Session was made by Christine Westerlund and seconded by Dan Holden. The motion was approved.

A motion to appoint John Moore to the vacant board position was made by Dan Holden and seconded by Nela Kirk. A roll call vote was conducted and the motion was approved unanimously.

IV. Regular Meeting Minutes from June 17th, 2019 / APPROVAL

A motion to approve the regular meeting minutes from the June 17th meeting, without additions or changes, was made by D. Holden and seconded by N. Kirk. The motion was approved unanimously.

V. Regular Meeting Executive Session Minutes from June 17th, 2019 / APPROVAL

A motion to approve the regular meeting executive session minutes from the June 17th meeting, without additions or changes, was made by D. Holden and seconded by N. Kirk. The motion was approved unanimously.

VI. Special Meeting Minutes from July 1st, 2019 / APPROVAL

A motion to approve the special meeting minutes from the July 1st meeting, without additions or changes, was made by C. Westerlund and seconded by C. Moore. The motion was approved unanimously.

VII. Special Meeting Executive Session Minutes from July, 1st, 2019 / APPROVAL

A motion to approve the special meeting executive session minutes from the July 1st, without additions or changes, was made by D. Holden and seconded by N. Kirk. The motion was approved unanimously.

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

Board Treasurer N. Kirk provided a handout to board members which highlighted FY19 accounts, income and expenditures exceeding budgeted amounts, respectively. N. Kirk provided a summary overview of expenditures, etc. in June 2019.

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

IX. Reports

A. Friends of the Library

Director Byers noted the upcoming Friends' Book Sale on July 20th; she also noted that an individual has offered to pay \$100 for any of the books remaining after the conclusion of the book sale.

B. Library Foundation

A meeting was held in June to review the preliminary architectural rendering of the proposed patio addition; the initial architectural drawing needs to be tweaked. The Foundation will meet again on Thursday, August 8th at 6 p.m.

C. Library Director's Report / APPROVAL

Director Byers highlighted the continued success of the Summer Reading Programs at the library. She also noted the successful job fair that was held on Saturday, July 13th (8 attendees). The library has received many applications in response to the position information posted on the library's website and Facebook page. Four interviews are scheduled for the upcoming week.

Director Byers provided the Board with an overview of the webinar she and Administrative Assistant Sandy Brown recently participated in – "Strategies for Minimum Wage Compliance." The webinar was conducted by staff from HR Source and focused on the implementation of the recent minimum wage law and development of a pay structure/range for various positions within the library. Director Byers plans to develop a pay structure for the various library positions. She also noted securing an annual subscription for services offered by HR Source – assistance with the development of library policy and pay structure, as well as access to library salary surveys and human resource professionals.

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

D. Newspaper Articles

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

E. Art Committee Report

Board Member C. Westerlund reminded board members of the current art show – "10th

Anniversary Call to Entry Best in Show Winners,” and of the upcoming art shows: Illinois Prairie Pastel Show – August – September and the Glenwood High School Art Show – October.

Board President M. Roubitchek recommended including the art committee report in the Library Director’s report in the future rather than having it as a separate report – all board members agreed with his recommendation.

F. Tax Receipts Update

M. Roubitchek noted the updated tax receipts information contained in the board packet. He specifically noted the receipt and deposit of the monies from the City of Springfield - \$36,922.00.

G. Other

None.

X. New Business

A. FY20 Tentative Combined Annual Budget & Appropriation Ordinance No. 2020-1/ APPROVAL

Director Byers provided an overview of the information contained in the FY20 Combined Annual Budget and Appropriate Ordinance No. 2020-1.

A motion to approve Ordinance No. 2020-1 was made by D. Holden and seconded by N. Kirk. Acting Board Secretary C. Moore conducted a roll call vote – the motion was approved unanimously.

B. Special Reserve Fund Transfer / APPROVAL

Director Byers sought Board approval to transfer the cash on hand as of 7/1/2019 - \$73,006.00 to the Special Reserve Fund.

A motion to approve the Special Reserve Fund transfer was made by C. Moore and seconded by D. Holden. A roll call vote was conducted and the motion was approved unanimously.

C. Computer Lab Exterior Door / APPROVAL

Director Byers explained the need for an exterior exit door to the computer lab was needed for the safety of library staff and patrons in the event of an emergency as there currently is only one way in and out of the computer lab. Director Byers noted the addition of a door would require the removal of the front row computers and this would not negatively impact the operations of the computer lab. The computers and tables will be utilized in other parts of the library.

The Board reviewed the three bids – Director Byers recommended the approval of the bid submitted by Michael Von Behren Builder, Inc. in the amount of \$18,828.37. She explained that the lowest bid (\$8,534.00) lacked specific detail on the work required to complete the installation of the exit door.

A motion to approve the bid submitted by Michael Von Behren Builder, Inc. was made by C. Westerlund and seconded by N. Kirk. A roll call vote was conducted and the motion was approved unanimously.

D. Closed Meeting Minutes Review / APPROVAL

Executive Session (5 ILCS 120/2.06) (If deemed necessary)

M. Roubitchek proposed tabling the Closed Meeting Minutes Review until the January 2020 board meeting.

A motion to approve the tabling of the Closed Meeting Minutes Review until January 2020 was made by C. Westerlund and seconded by D. Holden. The motion was approved unanimously.

E. Other

None.

XI. Announcements

A. Next Board Meeting: August 19th, 2019

M. Roubitchek noted the date of next board meeting – 7:00 pm.

B. Friends of the Library Book Sale: July 20th, 2019

Director Byers noted the start time of the book sale – 9:00 am – 3:00 pm; power hour for members of Friends of Library is 8:00 am – 9:00 am and after 2:00 p.m. a bag of books can be purchased for \$2.

C. Volunteer Appreciation Brunch: August 3rd, 2019, you and your families are invited.

The brunch will be held at the Library, 9:30 a.m. – 11:30 a.m.

XII. Adjournment

A motion to adjourn the meeting was made by D. Holden and seconded by C. Moore. The motion was approved unanimously. The meeting adjourned at 8:45 p.m.