

**CHATHAM AREA PUBLIC LIBRARY DISTRICT**  
**BOARD MEETING MINUTES**  
Monday, August 17, 2020 7:00 PM

**I. Board Meeting Called to Order**

Board President M. Roubitchek called the meeting to order at 7:00 p.m. The following Board members were present: E. Bolinger, D. Holden, C. Moore, J. Moore, C. Westerlund, and L Ross.

**II. Recognition of Visitors/Public Comments**

None.

**III. Approval of Minutes**

**A motion to approve the meeting minutes from the July 20th, 2020 meeting was made by D. Holden and seconded by J. Moore. The motion was unanimously approved.**

**IV. Treasurer's Report/Review of Payments/APPROVAL**

Board Treasurer E. Bolinger summarized the comparison review of July revenue and expenditures for FY19 and FY20. The review yielded the following information: decrease in revenue (approximately \$40K) and increase in expenditures (approximately \$20K) in July 2020. The decrease in revenue can be attributed to the delay in the collection of property taxes; the increase in expenditures is attributed to the bond interest being paid early and three pay periods in July 2020.

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

**V. Reports**

**A. Library Director's Report/APPROVAL**

Director Byers summarized the changes in the layout in the Children's/Juvenile section of the library. Director Byers also provided an update on personnel changes and highlighted the Summer Reading Program statistics.

**A motion to approve the Library Director's Report was made by D. Holden and seconded by E. Bolinger. The motion was unanimously approved.**

**B. Newspaper Articles**

Several newspaper articles related to the Library were published in local newspapers in July 2020 and early August 2020.

**C. Tax Receipts Update**

An additional disbursement is expected at the end of August 2020.

**D. Other**

None.

## **VI. Unfinished Business**

### **A. Pandemic Reopening Plan Stages 1-5/Review**

Director Byers noted the library still remains in Stage 3 of the Pandemic Reopening Plan. Director Byers relayed information about how several Metro-East libraries are handling the recent change in the rules governing their operations due to the continuing increase of the COVID-19 positivity rates in their areas – libraries have had to reduce to 25% capacity but they remain open to the public.

Board President M. Roubitchek noted that a response was provided to a patron who had complained about the library's current operations (limited hours and access) – the patron seemed to be satisfied with the response.

### **B. Current Stage Determination/APPROVAL**

Board discussion focused on current positivity rates/number of positive cases in Sangamon County, the possibility of offering appointments to allow patrons to access the stacks in the library, and consideration of expanding services. Director Byers noted the plan will change if there continues to be an increase in the positivity rate – the computer lab will be closed, patrons will be able to access the library via the lobby only and the library will continue to offer curbside service. Board consensus is to remain in Stage 3 at this time.

**A motion to remain in Stage 3 of the Pandemic Reopening Plan was made by D. Holden and seconded by J. Moore. A roll call vote was conducted and the motion was unanimously approved.**

### **C. Fine options for lost and overdue items/DISCUSSION**

Director Byers will prepare a proposal for the Board to consider at a later date.

### **D. Other**

None.

## **VII. New Business**

### **A. Special Reserve Fund Transfer/APPROVAL**

The Board reviewed the request to transfer unexpended funds from FY20 (\$90,221) to the Library District's Special Reserve Building and Equipment Fund.

**A motion to approve the transfer of unexpended funds from FY20 (\$90,221) to the Library District's Special Reserve Building and Equipment Fund was made by C. Westerlund and seconded by D. Holden. Board Secretary L. Ross conducted a roll call vote and the motion was unanimously approved.**

### **B. Parking Lot Patching/APPROVAL**

Director Byers discussed a proposal for patching and repaving the Library's parking lot in conjunction with St. Joseph Catholic Church. She is awaiting clarification from the vendor on the proposal and requested the Board table any further discussion.

**A motion to table the review and discussion of the Parking Lot Patching proposal was made by D. Holden and seconded by J. Moore. The motion was unanimously approved.**

**C. Illinois Public Library Annual Report (IPLAR)/APPROVAL**

The Board reviewed and discussed the IPLAR report.

**A motion to approve the Library's IPLAR was made by J. Moore and seconded by Moore. The motion was unanimously approved.**

**D. Board Emails/DISCUSSION**

Director Byers and Board members discussed establishing email accounts for all board members via the Library's Google email account rather than using board members' private email accounts for library business. Director Byers was directed to set up the accounts for board members.

**E. Combined Annual Budget and Appropriation Ordinance No. 2021-2/REVIEW**

Director Byers noted minor revisions to the proposed FY21 Combined Annual Budget and Appropriation Ordinance – aggregate levy under 5%; therefore a Levy Hearing is not needed.

**F. Estimate of Revenues by Source/REVIEW**

The Board reviewed the Estimate of Revenues by Source document. Director Byers noted the estimate for the Per Capita State Grant for 2021 is \$22,180.

**G. Per Capita Requirements: Serving our Public 4.0/Review**

Director Byers noted the Per Capita Requirement to annually review the established standards for Illinois public libraries. The Board reviewed the following Chapters:

- a. Chapter 1: Core Standards
- b. Chapter 2: Governance and Administration
- c. Chapter 3: Personnel
- d. Chapter 4: Access

**H. Tour of the Library**

Director Byers conducted a tour of the library after the meeting adjourned. The tour highlighted changes to the layout in the Children's' section and also noted areas requiring maintenance.

**I. Other**

None.

**VIII. Announcements**

**A. Next Board Meeting and Budget Hearing: September 21<sup>st</sup> 2020**

**IX. Adjournment**

**A motion to adjourn the meeting was made by D. Holden and seconded by C. Westerlund. The motion was unanimously approved. The meeting adjourned at 7:39 p.m.**