

CHATHAM AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING MINUTES
Monday August 19th 2019 7:00 PM

I. Board Meeting Called to Order

Board President M. Roubitchek called the meeting to order at 7:07 p.m. The following Board members were present: N. Kirk, C. Moore, J. Moore, L. Ross and C. Westerlund. Trustee D. Holden was absent.

II. Oath of Office – New Trustee – John Moore

The oath of office was administered to the newly appointed board member, John Moore.

III. Recognition of Visitors / Public Comments

None.

IV. Approval of Minutes

A motion to approve the meeting minutes from the July 15th meeting, without additions or changes, was made by C. Moore and seconded by N. Kirk. The motion was approved unanimously.

V. Approval of Executive Session Minutes

A motion to approve the executive session minutes from the July 15th meeting, without additions or changes, was made by N. Kirk and seconded by C. Westerlund. The motion was approved unanimously.

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

Board Treasurer N. Kirk provided an overview of current tax receipts and income earned from the Summer Reading Program. Major expenditures to date were for several databases and payment for general insurance and Worker's Compensation insurance.

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

VII. Reports

A. Friends of the Library

The Friends did not hold a meeting in July. The Sweet Corn Book Sale earned approximately \$1,300. The next Friends meeting is scheduled for August 27th.

B. Library Director's Report / APPROVAL

Director Byers highlighted the addition of new personnel; only two positions remain vacant and efforts are underway to get these positions filled. Director Byers also discussed the recent visit by a delegation of Chinese students – the Chinese students toured the library and participated in story time. Director Byers noted the recent ILA (Illinois Library Association) Reporter article which highlights the Chatham Area Public Library's Story Walk program conducted last year during the Kite Festival.

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

C. Summer Reading Final Numbers

Director Byers discussed the summer reading numbers which were highlighted in the handout provided in the Board meeting packet. Director Byers noted a slight decline in registrations this year. Also, this was the first year online statistics were collected. The ability to collect statistics is due to the use of the online registration program, Beanstack. Director Byers indicated the decline in the number of registrations may be attributed to the online registration process and will work with the children's staff on this issue for next Summer.

D. Newspaper Articles

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

E. Tax Receipts Update

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

F. Other

None.

VIII. Unfinished Business

A. Computer Lab Exterior Door / APPROVAL

The Board approved the bid of \$18,828.37 from Michael Von Behren Builder, Inc. at the July 15th meeting. Director Byers noted that in reviewing the contract, the vendor had failed to include language for paying the prevailing wage rate. The vendor submitted a revised contract that includes the prevailing wage rate and the bid now totals \$25,931.69. Board President M. Roubitchek noted the statutory requirement to formally bid projects /services over \$25,000.

A motion to formally bid the computer lab exterior door project was made by J. Moore and seconded by N. Kirk. The motion was approved unanimously.

B. Other

None.

IX. New Business

A. Staff Computer Purchase / APPROVAL

Director Byers noted the need to upgrade several computers for library staff. The older computers will be moved elsewhere for use in the library. The bid for four new computers totals \$2,169.96.

A motion to approve the purchase of new computers was made by L. Ross and seconded by N. Kirk. The motion was approved unanimously.

B. Illinois Public Library Annual Report (IPLAR) / APPROVAL

A copy of the 2019 IPLAR report was included in the board meeting packet. Board members reviewed the report. The report is due to the Secretary of State by September 1st.

A motion to approve the 2019 Illinois Public Library Annual Report was made by C. Westerlund and seconded by J. Moore. The motion was approved unanimously.

C. Authorization for the City of Springfield to mail annexation notices to Library address / APPROVAL

Director Byers noted that the City Clerk of Springfield IL typically mails annexation notices to each of the Board members. The City Clerk of Springfield IL advised that the annexation notices can be mailed directly to the library and Director Byers can distribute to the Board members for review.

The Board members approved using the new process. Board President Roubitchek will sign letter requesting the annexation notices be mailed to the Chatham Area Public Library.

D. 2-60 Authority to Spend Policy / DISCUSSION

M. Roubitchek noted the lack of a clear policy governing the Library Director's spending authority. The draft policy (included in the board packet) outlines authority to spend limits. Board members should review the draft policy and be prepared to discuss at the next scheduled board meeting. He also noted that the bylaws need to be amended to include information on when roll call votes will be conducted. The proposed changes to the bylaws will be discussed at the next scheduled board meeting.

E. Tour of the Library

Director Byers conducted a tour of the library after the board meeting was formally adjourned.

F. Other

None.

X. Announcements

A. Next Board Meeting and Budget Hearing: September 16th 2019

B. Library Foundation & Friends Meeting - September 24th 2019 at 6:30 PM

XI. Adjournment

A motion to adjourn the meeting was made by L. Ross and seconded by N. Kirk

The motion was approved unanimously. The meeting adjourned at 7:34 p.m.