

CHATHAM AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING MINUTES
Monday, September 16th 2019 7:00 PM

1. Public hearing on Combined Annual Budget and Appropriation Ordinance No. 2020-2 called to order

Board President M. Roubitchek convened the public hearing at 7:00 p.m.

2. Public Comments

None.

3. Public Hearing Adjourned

Public Hearing adjourned at 7:01 p.m.

I. Board Meeting Called to Order

Board President M. Roubitchek called the meeting to order at 7:01 p.m. The following Board members were present, D. Holden, N. Kirk, C. Moore, J. Moore, L. Ross and C. Westerlund.

II. Recognition of Visitors / Public Comments

None.

III. Recognition of guest, Andy Carruthers, Attorney at HeplerBroom LLC

Mr. Carruthers provided a brief overview of the firm (in business for 125 years) and his municipal law experience. He has a variety of municipal clients, i.e., various fire protection districts and the Bethalto Public Library District. He has election law experience; served a four year term on the IL State Board of Elections Board. HeplerBroom LLC maintains offices in Edwardsville, Springfield, Chicago, and St. Louis MO.

IV. Approval of Minutes

A motion to approve the meeting minutes from the August 19th meeting was made by D. Holden. Board member C. Westerlund noted a minor typo on page 3, IX, Section D – the word “discussion” is misspelled. The typo was acknowledged and the motion was seconded by C. Moore. The motion was approved unanimously.

V. Treasurer’s Report / Review of Payments

Board Treasurer N. Kirk provided an overview of the income and expenditures for the month of August 2019. The transfer of monies (\$73,690.07) to the Special Reserve Fund was completed in August.

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

VI. Reports

A. Friends of the Library

The Friends of the Library will hold a joint meeting with the Foundation on September 24th.

B. Library Director's Report

Director Byers highlighted the attendance at recent events. Director Byers also provided a personnel update - the final two vacancies at the library have been filled and the new employees are scheduled to begin work in the coming weeks. Director Byers discussed the possible purchase of hot spots for use by library patrons and staff; additional information is being gathered and a use/checkout policy will be developed. Director Byers noted the good news of a reduction in renewal rates for Blue Cross/Blue Shield insurance.

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

C. NNLM Grant Award Notice

The Library was awarded up to \$1,000 from the National Network of Libraries of Medicine to purchase books from a comprehensive list of health topics. The goal is to secure the books and highlight them during Health Literacy Month (October).

D. Parking Lot Update

Director Byers discussed the need to resurface the parking lot in the next few years; however, minor pothole repairs will be completed in the next month. Additionally, St. Joseph Catholic Church, owner of the parking lot, has been working with an arborist to develop a plan of action for replacing the dying trees in the parking lot area. Director Byers will continue to work with St. Joseph Catholic Church on parking lot/ tree issues.

E. Strategic Planning Update

Board Member C. Westerlund provided an overview of the Library's strategic planning process. The next phase is to seek input from community stakeholders about the library's priorities in the next three years. The initial community stakeholders meeting is scheduled for Saturday, September 28th; the follow-up meeting to finalize the draft strategic plan is scheduled for Saturday, October 26th.

F. Newspaper Articles

Eight newspaper articles about or related to the Chatham Area Public Library were published in local newspapers in August/early September.

G. Tax Receipts Update

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

H. Other

None.

VII. Unfinished Business

A. Library District Attorney / DISCUSSION

Director Byers directed everyone's attention to Attorney Jon Ellis' retirement letter in the board packet. His retirement is effective October 31st. The Board recommended a thank-you card be sent to Mr. Ellis in honor of his years of service to the Library.

Board President M. Roubitchek noted the need for the board to do due diligence in seeking legal representation; therefore, he directed Director Byers to solicit information from other law firms/attorneys for consideration by the Board. To date, Director Byers has not had any luck securing responses/information from other attorneys/law firms. The Board will wait until the October board meeting to make a final decision on legal representation.

B. Other

None.

VIII. New Business

A. Combined Annual Budget and Appropriation Ordinance No. 2020-2 / APPROVAL

A motion to approve the Combined Annual Budget and Appropriation Ordinance 2020-2 was made by D. Holden and seconded by N. Kirk; a roll call vote was conducted and the motion was approved unanimously.

B. Estimate of Revenues by Source / APPROVAL

A motion to approve the Estimate of Revenues by Source was made by C. Westerlund and seconded by D. Holden; a roll call vote was conducted and the motion was approved unanimously.

C. Statement of Receipts and Disbursements FY19 / APPROVAL

A motion to approve the FY19 Statement of Receipts and Disbursements was made by C. Moore and seconded by D. Holden; a roll call vote was conducted and the motion was approved unanimously.

D. 2-40 Authority to Spend Policy / APPROVAL

A motion to approve the revised Purchasing and Authority to Spend policy (2-40) was made by D. Holden and seconded by L. Ross; a roll call voted was conducted and the motion was approved unanimously.

E. Upgrade parking lot pole lighting to LED / APPROVAL

Director Byers discussed the bid (\$18,595.00) from B&B electric to replace the 24 parking lot pole lights with LED lights. Director Byers reminded the board members that the parking lot is owned by St. Joseph Catholic Church and the bid was secured by the church. Director Byers did ask if additional bids would be secured and the Church advised the bid from B&B electric is the only one being considered. Historically, the Library has split the costs of any maintenance related issues for the parking lot. The Library and St. Joseph Catholic Church have a history of working with the vendor, B&B Electric on other projects.

The Board members concurred that this project would be an exception to the Library's Purchasing and Authority to Spend policy due to the parking lot being owned by the Church and the history of working with the vendor, B&B Electric.

A motion to approve splitting the cost of the parking lot pole lighting upgrade (Library's cost will be \$9,297.50) was made by D. Holden and seconded by N. Kirk; a roll call voted was conducted and the motion was approved unanimously.

F. Library District By-Laws revisions / REVIEW

Director Byers noted the by-laws revisions were made in an effort to consolidate information contained elsewhere in the Governance section of the policy manual. The proposed revisions are being reviewed by Attorney Jon Ellis to ensure the revisions are complete and in compliance with appropriate statutes, etc.

G. Levy & Assessment of Taxes Ordinance No. 2020-3 / REVIEW

M. Roubitchek asked board members to review Ordinance 2020-3; the ordinance will be discussed and voted on at the October board meeting.

H. Other

None.

IX. Announcements

A. Next Board Meeting: October 21st, 2019

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

C. Strategic Planning Meetings: September 28th and October 26th, 2019, from 9:30 – 11:30 a.m.

X. Adjournment

A motion to adjourn the meeting was made by D. Holden and seconded by N. Kirk. The motion was approved unanimously. The meeting adjourned at 8:00 p.m.