

CHATHAM AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING MINUTES
Monday, October 21, 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, J. Moore, N. Kirk and C. Westerlund. L. Ross and C. Moore were absent. In the absence of the Board Secretary, D. Holden served as Acting Secretary.

II. Recognition of Visitors / Public Comments

None.

III. Recognition of guest, Jim Legg from Estes, Bridgewater and Ogden

Jim Legg provided the Board with an overview of the recently completed annual financial audit of the Library.

IV. Approval of Meeting Minutes

A motion to approve the meeting minutes from the September 16th meeting was made by D. Holden and seconded by N. Kirk. 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 September 2019. The receipt of property tax income (\$529, 237.00) and the Per Capita grant (\$19,456), were noted as main sources of revenue for the Library in the month of September.

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

VI. Reports

A. Friends of the Library

The Bookstore Coordinator has tendered her resignation; her last day will be November 9th. The Friends of the Library are not able to financially sustain hiring a new coordinator; therefore, the Friends are exploring alternate options for the operation of the Café and Bookstore. The Friends are scheduled to meet on October 22, 2019 to discuss this matter.

B. Library Foundation Update

The Foundation met in September and discussed the lack of a patio plan to date. The Foundation will start over on securing an architect to develop plans for the patio. The Foundation is scheduled to meet in April 2020.

C. Library Director's Report / APPROVAL

Director Byers provided an update on the status of the LED light replacement of the parking lot lights – St. Joseph Church has received the necessary approval to proceed with the project and the project should begin soon. The Library has procured a commercial grade printer/scanner for the Computer Lab. Hot spots have been ordered but have not yet been received. Director Byers is scheduled to meet with a library interior designer on October 30th; goal is to develop a master plan for the best use of space.

Director Byers discussed a patron's concern about a book in the library's collection, "Princess Puffybottom." The patron expressed concern about the content not being suitable for children. Director Byers advised the patron that a committee comprised of library staff and a board trustee would review the book and determine if the book should remain in the library's collection. The patron was amenable to this plan. Director Byers requested a trustee to commit to serving on the committee and Board member N. Kirk agreed to do so.

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

D. Newspaper Articles

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

E. Parking Lot Update

Director Byers informed the board of the results of the recent meeting with Father John from St. Joseph Catholic Church and the Church's arborist – the arborist recommended the removal of the trees bordering Spruce Street as well as the Bradford Pear Trees that border the parking lot and other trees that border the walkway between the library and the church. The Church will be securing bids for tree removal. Director Byers requested a committee be formed between the Church and the Library to develop a plan for the removal and addition of trees on both properties. Director Byers will let the Board know when a committee has been formed.

Board President M. Roubitchek noted that the MOU with St. Joseph Catholic Church will need to be updated to better clarify responsibility for maintenance issues that impact both properties.

F. Tax Receipts Update

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

G. Strategic Plan Update and Stakeholder Findings

Board member C. Westerlund provided an overview of the actions taken to date to develop the next 3-year strategic plan for the Library. The initial Community Stakeholders Committee meeting was held on September 28th; the next committee meeting is scheduled for Saturday, October 26th, 9:00 am – 11:30 am. The committee members will review the proposed mission statements and identify key concepts and then library staff will be tasked with finalizing the mission statement. The committee members will also begin drafting the proposed strategic plan. The proposed strategic plan will be presented to the Board for review and approval at a later date.

H. Other

None.

VII. Unfinished Business

A. FY20 Library District Attorney / APPROVAL

The Board discussed the presentation by Attorney Andrew K. Carruthers of HeplerBroom LLCC at the last board meeting. To date, no other attorneys have expressed an interest in serving as the Library's legal counsel.

A motion to approve the hiring of Andrew K. Carruthers to serve as the Library's legal counsel until June 30, 2020 was made by D. Holden and seconded by C. Westerlund. A roll call vote was conducted by Acting Secretary D. Holden and the motion was approved unanimously; board members C. Moore and L. Ross were absent.

- B. Other**
None.

VIII. New Business

A. Levy & Assessment of Taxes Ordinance No. 2020-3 / APPROVAL

A motion to approve Ordinance No. 2020-3, Levy and Assessment of Taxes for Fiscal Year 2020 was made by D. Holden and seconded by N. Kirk. A roll call vote was conducted and the motion was approved unanimously; board members C. Moore and L. Ross were absent.

B. FY2019 Audit /APPROVAL

A motion to approve the FY2019 Audit was made by D. Holden and seconded by J. Moore; the motion was approved unanimously.

C. Chatham Area Public Library District By-Laws / APPROVAL

The approval of the revised CAPLD District By-Laws was tabled until the next board meeting. The Board determined that additional information and clarity of language are needed with regards to a board member's participation in meetings by other means than physical presence, i.e., via telephonic or video conference. A review of the Open Meetings Act statute and discussion regarding voting rights of a non-physically present board member need to take place prior to approving the revised By-Laws.

A motion to table this topic was made by C. Westerlund and seconded by J. Moore. The motion was approved unanimously.

D. AWE children's computers / APPROVAL

Director Byers explained the request to purchase the AWE Learning children's computers (\$9,343.00) is needed in order to replace the outdated computers currently in use in the children's section of the library. The goal in purchasing new computers was to find computers that did not require use of the internet or require maintenance yet had the desired learning content. With these requirements, it was not possible to secure multiple bids as the vendor, AWE, is the only vendor that was found that provides this type of technology for libraries. Two of the older computers will be retained in order to keep the ABC Mouse content available for use.

A motion to approve the purchase of the AWE children's computers (\$9,343.00) was made by C. Westerlund and seconded by D. Holden. A roll call vote was conducted and the motion was approved unanimously; board members C. Moore and L. Ross were absent.

E. Friends of the Library Café & Bookstore MOU / DISCUSSION

Once the Friends of the Library have determined what will be done about the Café and Bookstore operations, the MOU between the Library and the Friends will need to be reviewed and updated. The MOU was last reviewed in 2015.

F. Per Capita Requirements / REVIEW

a. Trustee Fact Files chapters 11-14 and all appendices

The Trustees were reminded to review the Trustee Fact File information contained in the board packet as it is a Per Capita grant requirement.

G. Other

None.

IX. Announcements

A. Next Board Meeting: November 18th, 2019 at 7:00 p.m.

B. Second Strategic Planning Community Meeting: October 26th from 9:00 -11:30 a.m.

Attendees will review and discuss the information from the initial community meeting held on September 28th and begin outlining the three-year strategic plan. Board members are encouraged to attend.

C. Board and Director Relations Continuing Education Session: November 16th at 10:00 a.m. at the Chatham Area Public Library.

Board member C. Westerlund and Director Byers will be presenting information to attendees about the roles and relationships of Library Board of Trustees and Library Directors. Board members are encouraged to attend.

X. Adjournment

A motion to adjourn the meeting was made by D. Holden and seconded by N. Kirk. The meeting was adjourned at 8:05 p.m.