

CHATHAM AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING MINUTES
Monday, November 18, 2019 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: D. Holden, N. Kirk, C Moore, J. Moore, L. Ross and C. Westerlund.

II. Recognition of Visitors / Public Comments

None.

III. Recognition of special guest, Alanna Sablotny, CAPLD Local History and Genealogy Reference Librarian

Alanna Sablotny presented the board with an overview of the Illinois Digital Archives (IDA). The CAPLD is in the process of migrating approximately 2000 items from the current local history database to the IDA. Alanna also discussed the Oral History Project she is currently working on with the Abraham Lincoln Presidential Library and Museum (ALPLM) – beginning work on capturing the oral history of Chatham with the end goal of establishing a link on the CAPLD website to the ALPLM's oral history section.

IV. Approval of Meeting Minutes

A motion to approve the meeting minutes from the October 21st 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 October 2019. The receipt of additional property tax income was noted as the primary source of revenue for the Library in the month of October. The following expenditures were highlighted: LED light upgrade in the Café, new printer for the Computer Lab and printing costs for the newsletter.

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

Several meetings involving the FOL board and volunteers have occurred to discuss the operation of the bookstore and café. FOL board member Kay Titchenal will serve as the bookstore manager, in a voluntary capacity, for a six-month trial period. Kay is working with current volunteers to ensure they are properly trained and developing a plan to get more volunteers.

B. Library Director's Report/APPROVAL

Director Byers noted the various programs that occurred at the Library in October. The Watercolor Society's art show will come to a close at the end of November. The Retired Art Teachers (RATS) show will begin in December 2019. Director Byers noted the LED parking light project is slated to get underway in the coming weeks. Director Byers informed the Board that Tom Kavanagh asked if there had been additional consideration for securing Cyber Liability insurance. The Board concurred this topic needs to be re-visited and requested it be included on the agenda for the January 2020 meeting.

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

C. Newspaper Articles

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

D. Tax Receipts Update

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

E. Other

None.

VII. Unfinished Business

A. Chatham Area Public Library District By-Laws/Review

Director Byers reminded the Board of the previous discussion regarding the consolidation of information contained in the Governance and By-laws sections of the policy manual. The board packet includes the proposed revisions – the Board will review and vote on the By-Law revisions at the January 2020 board meeting.

B. 2020 Strategic Plan: Mission/Vision/Values/DISCUSSION

Director Byers presented the board with the document containing the proposed Mission and Vision statements as well as the Library's values. The proposed statements were compiled from input received from the community stakeholders meetings and library staff. The listing of values are direct feedback from library staff. Director Byers requested the Board review and provide input. Next steps are to work with a committee of library staff members to draft a strategic plan by melding information/input from library staff, focus groups and community stakeholders meetings. The goal is to have an initial draft of the strategic plan by January 2020.

C. Other

None.

VIII. New Business

A. Interior/Furnishings Master Plan/APPROVAL

Director Byers discussed the proposal for the development of a master plan by library interior designer Mona Deming of Embury, Ltd. The design proposal totals \$14,000; the plan is for the whole library and includes 235 hours for the design process. The Board consensus is for Director Byers to seek additional clarification regarding the fees included in the proposal and the design process. Additionally the Board would like to see proposals from other vendors.

A motion to table this topic for discussion at a later date was made by D. Holden and seconded by J. Moore. The motion was approved unanimously.

B. Financial Policies

- i. 2-10 Budget/APPROVAL
- ii. 2-20 Fund Balance/APPROVAL
- iii. 2-30 Payment and Banking Procedures/APPROVAL
- iv. 2-50 Investment of Public Funds/APPROVAL
- v. 2-60 General Insurance Coverage/APPROVAL
- vi. 2-70 Disposition of District Property/APPROVAL

Director Byers discussed the reasons for updating/revising the aforementioned financial policies, i.e., several contained outdated information, most of them had not been updated for a number of years, etc.

A motion to approve the revised financial policies was made by D. Holden and seconded by N. Kirk. Board President M. Roubitchek called for a roll call vote. The motion was unanimously approved.

C. 2020 Per Capita Requirements/Review

- i. Illinois Digital Archives (IDA)
- ii. Digital Public Library of America (DPLA)

Board President M. Roubitchek reminded board members the presentation made by Alanna Sablotny and information contained in the board packet ensured compliance with the 2020 Per Capita requirements.

D. 2020 Per Capita Grant / APPROVAL

Director Byers provided a brief overview of the 2020 Per Capita Grant application.

A motion to approve the 2020 Per Capita Grant application for submission to the Illinois State Library was made by N. Kirk and seconded by C. Moore. The motion was unanimously approved.

E. Other

None.

IX. Announcements

- A. Next Board Meeting: January 20th, 2020 at 5:30 p.m.**
- B. Friends' Book and Bake Sale: January 18th, 2020**
- C. Friends' Murder Mystery: March 13th & 14th, 2020**

X. Adjournment

A motion to adjourn the meeting was made by D. Holden and seconded by N. Kirk. The meeting was adjourned at 8:04 p.m.