

CHATHAM AREA PUBLIC LIBRARY DISTRICT

BOARD MEETING AGENDA

Monday September 17th 2018 7:00 PM

1. **Public hearing on Combined Annual Budget and Appropriation Ordinance called to order at 7:02 p.m.**

Trustees present: C. Moore, D. Holden, S. Fairfield, C. Westerlund, M. Roubitchek, N. Kirk, L. Ross. Please note Director Byers is also in attendance.

2. **Public Comments**

No members of the public in attendance.

3. **Public Hearing Adjourned**

M. Roubitchek made a motion to adjourn from the Public Hearing. S. Fairfield seconded the motion. The motion passed unanimously.

I. Board Meeting Called to Order

Please note all Board members are still in attendance at 7:03 p.m.

II. Recognition of Visitors / Public Comments

No visitors nor members of the public in attendance.

III. Approval of Minutes

A motion to approve the August 2018 Board minutes with no additions or changes was made by D. Holden; seconded by S. Fairfield. The motion passed unanimously.

IV. Treasurer's Report / Review of Payments

Treasurer Kirk explained that everything is right on track thus far into the fiscal year. Items of note: employee insurance was billed twice during the month of August, but will level out in September. There was a large different in money spent in 519 (supplies) compared to the month prior. This was due to a large purchase in toner for the staff and patron printers.

A motion to approve the Treasurer's Report and review of payments was made by S. Fairfield; the motion was seconded by M. Roubitchek. The motion passed unanimously.

V. Reports

A. Friends of the Library

The Library Friends have purchased several new items for the café. They have also switched to a different coffee maker.

The Library Foundation is set to meet with Library Friends next week, but this may get pushed back until October.

B. Library Director's Report / APPROVAL

August was another busy month for the library. The water meter was replaced on September 6. A bill of \$1,600 was approved for plumber costs. The new bill, however, is \$1,200 more

than previously budgeted. The increase in the bill is because the meter needed to be lowered to be up to code. Director Byers is working with the plumber to lower the cost of the new bill.

Tomorrow is the final meeting regarding installation of security cameras.

The project to remove or trim trees on the Library property has completed.

We have some new personnel at CAPLD. Claire Boyer has started in the library computer lab and Director Byers' assistant, Sandy Brown, begins in November. Welcome!

The library is purchased Beanstack, an online registration software for reading programs, to aide in the efficiency and timeliness of getting reading participants signed up for all reading programs.

Motion to approve the Director's Report was made by D. Holden; seconded by S. Fairfield. The motion passed unanimously.

C. Amendments to Library District Trustee Qualifications P.A. 100-0746

Information was shared regarding who can/cannot serve as a trustee, based on Illinois Law.

D. Lighting Savings Update

The library is still reaping cost-savings benefits thanks to the lighting upgrade. The past month was no exception and the savings amounted to \$104.49.

E. Health Insurance Update

An increase of \$34 per staff member per month will go into effect in December 2018.

F. Newspaper Articles

Many good newspaper articles concerning the library were published in the past month.

G. Art Committee Report

A reception for Betsy Dollar, our current artist on display in the library, will be held on Friday, October 5. The Art Committee is booked solid with artists through the 10th anniversary for the Call to Entry show.

H. Tax Receipts Update

The documentation showing library revenue was noted.

I. Other

None

VI. Unfinished Business

A. None

VII. New Business

A. Combined Annual Budget and Appropriation Ordinance No. 2019-2 / APPROVAL

A motion to approve the combined annual budget and appropriation ordinance No. 2019-2 was made by S. Fairfield; seconded by D. Holden. A voice vote of the Board was called by Secretary Ross and the motion passed unanimously.

B. Estimate of Revenues by Source / APPROVAL

A motion to approve the estimate of revenues by source was made by S. Fairfield; seconded by D. Holden. The motion passed unanimously.

C. Phone System / APPROVAL

The current phone system used by the library was donated by Bunn in 2008, but the system is now needing replaced.

Quotes and additional information from two companies: AmeriCALL and Vertical Communications were presented.

A motion to approve AmericALL phone system and a 5-year maintenance plan for \$9,133.92 made by S. Fairfield, seconded by N. Kirk. A voice vote of the Board was called by Secretary Ross and the motion passed unanimously.

D. Reupholstering of game table chairs in YA / APPROVAL

A motion to approve reupholstering of the teen space existing furniture pieces totaling \$1004.18 was made by S. Fairfield, seconded by D. Holden. The motion passed unanimously.

E. Levy & Assessment of Taxes Ordinance No. 2018-3 / REVIEW

Ordinance 2018-3 is included for our review. A call for a vote will occur at our October meeting. Since we are levying for under the 5% threshold, the board is not required to conduct a Truth-in-Taxation hearing prior to the October meeting.

F. Per Capita Requirement-chapters 9 (Budgeting) & 10 (Facilities) of ILA's Trustee Fact File - REVIEW

Per Capita requirements for review are also included for our review, specifically Chapters 9 and 10.

G. Building Walk-Through & Board picture *

Byers walked with the Trustees and discussed issues related to the building while on the tour.

H. Other

No Other business was discussed.

IX. Announcements

A. Next Board Meeting: October 15th 2018 at 7:00PM.

B. Library Friends & Foundation Joint Meeting- September 25, 2018 at 6:30PM

C. 2019 Consolidated Election Dates: September 18 – First day to circulate petitions
December 10- Filing period
April 2 2019- Election Day

X. Adjournment

A motion to adjourn the library board meeting at 7:30pm was made by D. Holden, seconded by N. Kirk. The motion passed unanimously.

***The board adjourned the meeting and then took the tour of the building.**

