

CHATHAM AREA PUBLIC LIBRARY DISTRICT

BOARD MEETING MINUTES

Monday, November 19, 2018 7:00 PM

I. Board Meeting Called to Order

C. Westerlund called the meeting to order at 7:00 PM. The following Board members were in attendance: M. Roubitchek, D. Holden, S. Fairfield, and C. Westerlund.

Absent: N. Kirk, C. Moore, and L. Ross.

S. Fairfield was designated as Secretary for the meeting due to the absence of the Board Secretary, L. Ross.

II. Recognition of Visitors/Public Comments

No public comments.

III. Special Guest – Tom Kavanagh – Gallagher Insurance

Mr. Kavanagh provided an overview of a cyber-liability insurance proposal for the library. The proposed policy limits of \$1M would serve to protect the library from a variety of cyber liability events, i.e., malware corruption of servers/computers, damages if library systems crashed/were hacked, etc. The annual premium for the policy, dependent on coverage options, is estimated at \$1,705.00.

IV. Approval of Meeting Minutes

A motion to approve the October 2018 Board meeting minutes, with no addition or changes, was made by D. Holden; seconded by M. Roubitchek. The motion passed unanimously.

V. Treasurer's Report/Review of Payments

Library Director Amy Byers discussed the receipt of the Per Capita monies on 11/19/18. The current operational budget is on track as it should be at this point in the fiscal year.

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

VI. Reports

A. Friends of the Library

A second lifetime membership was received for this calendar year. Membership numbers have increased. There is a need for additional actors for the upcoming Murder Mystery Dinner.

B. Library Foundation

Library Foundation meeting was held last week; discussion focused on the drawings/plans for the south lawn patio extension. Board concurred that additional review and input from library staff is needed; work in progress. The next meeting for the Library Foundation is scheduled for April 2019; however, a meeting may be held in January 2019 to finalize plans for the south lawn patio extension.

The Library Foundation is in need of two Community Members at Large due to the recent resignation of two members.

C. Library Director's Report/APPROVAL

Director Byers provided an overview of the fees collected for the period of FY16-F18; with special emphasis on the increase in monies collected for fines. Current trend in public libraries is to eliminate fines; Decatur IL Public Library became fine free this past summer and Lincoln Library in Springfield IL eliminated fines in their children's library in 2017. This topic will be reviewed and discussed in the upcoming strategic planning meetings for the library.

Director Byers provided personnel updates: recent hires and the status of filling the Youth Services Assistant positions for the children's department.

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

D. Website Update/Request for Critique

Director Byers showcased the recent changes made to the CAPLD's website and requested constructive feedback from the Board. The target go live date for the new website is January 1, 2019. The Board requested consideration for receiving feedback from a mixed focus group prior to the target go live date or placing a feedback survey on the new website to ensure patrons' needs are being met.

E. Newspaper Articles

Three newspaper articles about the CAPLD have been published in the past month.

F. Lighting Project Final Project

Due to the lighting upgrade project in October 2017, the CAPLD has realized a cost savings of **\$9,222.64** in the past year! Director Byers is working on ideas to communicate the cost savings to community members.

G. Art Committee Report

Two artists currently have their work on display – Michael Blankenship and Betsy Dollar. Betsy Dollar agreed to extend her display until early December. Michael Blankenship’s display information has been posted on the library’s Facebook page. Work is progressing on the 10th Call to Entry Art Show slated for Spring 2019.

H. Tax Receipts Update

Included in the Board Packet is a copy of the latest tax receipts.

I. Other

None.

VII. Unfinished Business

A. None.

VIII. New Business

A. Cyber Liability Insurance/APPROVAL

The Board questioned the necessity of the insurance, if similarly situated libraries have secured cyber liability insurance and whether the annual premium cost is reasonable. Additionally, a question arose whether the current Fidelity Bond covers some aspects of cyber liability events. The Board determined more information is needed and tabled this topic until the January 2019 meeting.

B. Handyman Building Repairs/APPROVAL

The Board reviewed and discussed the estimate, totaling \$8,686, for the various building repairs listed. Director Byers noted and questioned the cost of painting the columns – estimate a bit excessive; she also noted that the estimate did not include the removal of two kitchen cabinets. The removal of the cabinets is needed in order to accommodate the large coffee maker the Friends of the Chatham Library no longer uses in the Bookstore/Café.

A motion to approve the estimate was made by D. Holden and seconded by S. Fairfield. S. Fairfield conducted a roll call vote and the motion was approved unanimously.

C. Per Capita Requirements/REVIEW

- a. Trustee Fact File – Chapter 7: Planning
- b. Serving Our Public – Standards for Illinois Public Libraries – Chapter 8, Public Services: Reference and Reader’s Advisory Services.

Board members were reminded of the importance of planning for the future of the CAPLD and also being familiar with the Reference Services Standards. Board members commended the CAPLD staff for being in compliance with all of the Reference Services Standards, with the exception of one.

D. 2019 Per Capita Grant/APPROVAL

The 2019 Illinois Public Library Per Capita and Equalization Aid Grant Application was reviewed and discussed.

A motion to approve the grant application was made by S. Fairfield; the motion was seconded by D. Holden. The motion was unanimously approved.

E. Policy Review Schedule/DISCUSSION

Director Byers reviewed the proposed schedule for policy revision. The plan is to review policies in future board meetings and have approved revisions documented in the meeting minutes. Director Byers noted the goal is to focus on the Governance and Personnel policies in 2019. Of particular interest is the Governance policy; Director Byers stated the Bylaws were recently updated and mirror aspects of the Governance policy. The Board agreed that it is redundant to have Governance policies when the Bylaws include the same information. As the Governance policy is reviewed in 2019, appropriate revisions/removal from the policy manual will be made.

F. Public Property Disposal /APPROVAL

The property disposal list included in the Board packet was reviewed and discussed.

A motion to approve the property disposal list was made by D. Holden; the motion was seconded by M. Roubitckek. The motion was approved unanimously.

G. 2019 Strategic Plan/DISCUSSION

Discussion was held on how to structure the process. C. Westerlund volunteered to facilitate the process. Initial step of the process, surveying the public, was conducted in early 2018. Additional surveys may need to be done. The goal is to actively began the strategic planning process in April/May 2019 and finalize the strategic plan by December 2019.

H. Other

None.

IX. Announcements

- A. The next board meeting will be held on Monday, January 21, 2019 at 5:30 p.m.

X. Adjournment

A motion to adjourn the library board meeting was made by S. Fairfield; the motion was seconded by D. Holden. The motion passed unanimously. The meeting was adjourned at 8:20 p.m.