

# CHATHAM AREA PUBLIC LIBRARY DISTRICT

## BOARD MEETING MINUTES

Monday, November 20, 2017 7:00 PM

- I. Board Meeting Called to Order  
Board members in attendance: C. Moore, D. Holden, S. Fairfield, M. Roubitchek, C. Westerlund, C. Jeffries, L. Ross.

No absentees. Please also note that Director Byers is present.

- II. Recognition of Visitors / Public Comments  
No visitors or members of the public are present.

- III. Special Guest: Richard Grafton, Estes, Bridgewater and Ogden  
Richard Grafton of Estes, Bridgewater and Ogden joined our meeting in order to summarize the report on our annual audit.

CAPLD received a “good” letter, which means that there was nothing in the annual audit of concern.

Richard Grafton made one suggestion regarding the CAPLD’s uninsured and uncollateralized checking and savings amount of \$556,889. He stated that we may want to have banks pledge collateral on this amount.

The board made the recommendation to look further into Grafton’s suggestion of banks pledging collateral at a forthcoming meeting.

- IV. Approval of Meeting Minutes  
A motion to approve the October 2017 meeting minutes was made by D. Holden and seconded by S. Fairfield. Motion passed.

- V. Treasurer’s Report / Review of Payments  
C. Jeffries reported that this month’s report was short and simple. Everything lined up and looks great. She noted that there were two payments to Ameren (the 3<sup>rd</sup> & 27<sup>th</sup>), but this is simply overlap.

A motion to approve the Treasurer’s Report was made by D. Holden, seconded by M. Roubitchek. Motion passed.

### VI. Reports

- A. Friends of the Library  
Director Byers noted that the Friends held their Caddystacks event in early November for two nights. The Friends have not yet met since, but attendance was approximately 25 people per day. The Friends would like to see the

attendance number grow and at their next meeting will discuss how to better market and advertise this event.

Director Byers and the Friends membership chair met to brainstorm ideas to incentivize members of the community to become Library Friends. There has been a significant decrease in Library Friends members and they want to partner together to try to work on increasing these numbers for CAPLD.

B. Library Director's Report / APPROVAL

Director Byers excitedly noted that the new lighting has been installed in the library and the transformation has been dramatic.

An offer has been made to fill the current vacancy for the Reference Librarian position and Byers is currently awaiting for a response.

Several retirements and numerous transitions amongst the library staff, but Byers is diligently working on filling those positions.

Let the record note that the library had huge attendance numbers for the Halloween story times during the month of October.

A motion to approve the Director's Report was made by C. Jeffries, seconded by S. Fairfield. Motion passed.

C. Newspaper Articles

The CAPLD was covered in several articles in the Chatham Clarion over the past month.

D. Art Committee Report

The Sangamon Watercolor Society show is currently up in the library and is well worth checking out.

The majority of the year for the Art Committee is already scheduled. After the Watercolor Society show closes, there will be an elementary school show. The Call to Entry will be going out in late February/March. Further shows on the horizon include an installation by Betsy Dollar, who focuses on paper arts. Additionally, the library is seeking to showcase forty pieces of former CAPLD employee Louisa Boshardy artwork.

E. Tax Receipts Update

The final distribution was mailed out early last week.

F. Other

None

VII. Unfinished Business

A. Other

No unfinished business to discuss.

#### VIII. New Business

A. FY2017 Audit / APPROVAL

A motion to approve the audit as presented was made by C. Jeffries, seconded by D. Holden. Motion passed.

B. B&B Electric parking lot lighting / APPROVAL.

A motion to approve the B&B Electric parking lot lighting bill was made by S. Fairfield, seconded by D. Holden. Voice vote called by L. Ross, motion passed unanimously.

C. Public Library Association Conference / APPROVAL

Director Byers would like to attend the Public Library Association Conference in Philadelphia, PA this year along with the Children's Librarian. The estimated cost is \$3,500. The Public Library Association Conference is held every other year and the next time it is held in Nashville, TN and at that time, because of proximity, Director Byers hopes more staff members can attend.

A motion to approve travel for Director Byers and the Children's Librarian was made by M. Roubitchek, seconded by C. Jeffries. Voice vote called by L. Ross, motion passed unanimously.

D. Notice from the Auburn Public Library District / REVIEW

Auburn's library has changed from a municipality to a library district. With this change they have a desire to serve underserved segments of the population. A portion that they want to capture falls within Chatham.

Jon Ellis, library attorney, shared four possible options with Director Byers via email.

In order to move forward with this issue the Board instructed Director Byers that they first need more information regarding the area/properties in question and the potential timeframe. Byers will pull this information together for discussion at a later meeting.

E. Per Capita Requirement - By-Laws / DISCUSSION

In the past, CAPLD has received approximately \$11,000 from the Per Capita grant. The only requirement right now is to make our intentions known. The board has appointed S. Fairfield and M. Roubitchek to form a committee to review and revise the bylaws as necessary.

F. 2014-2017 Strategic Plan completion and future plan / DISCUSSION

In spring 2018, the board will look to form a committee to focus on the strategic planning process. More discussion will occur on the issue at our January meeting.

G. Other  
None

IX. Announcements

A. Next Board Meeting : January 15th, 2017 at 5:30 pm (Please note the special start time)

X. Adjournment

A motion to adjourn was made by D. Holden, seconded by C. Moore. Motion passed.

The board adjourned at 8:02 pm.