

**Chatham Area Public Library District
Board Meeting Minutes
Monday, September 21, 2015**

1. Public hearing on Combined Annual Budget and Appropriation Ordinance No. 2016-2 called to order.
2. Public Comments
3. Public Hearing Adjourned

With no public in attendance and no comments the regular Board Meeting was called to order.

I. Board Meeting Called to Order, 7:00 p.m.

Present: Christine Westerlund, Susie Fairfield, Deborah Schumer, Leslie Rios, James Burgdorf and Michael Rubitchek.

Member of the Public: Chelsey Moore

Also present were Amy Ihnen, Library Director and Linda Borst, Administrative Assistant.

IV. Potential Trustee Interview – Chelsey Moore

Chelsey Moore was re-introduced to the Board Members and asked to inform the group about herself and her interest in becoming a Trustee on the Library Board.

II. Officer Elections

A. President – Christine Westerlund

B. Vice-President – James Burgdorf

C. Secretary – Leslie Rios

D. Treasurer – Deborah Schumer

Motion to approve: moved by Susie Fairfield, 2nd by Michael Rubitchek, motion approved.

III. Recognition of Visitors/Public Comments

Let the record reflect that one visitor was present, potential Board Trustee candidate Chelsey Moore.

V. Approval of Minutes

There were no changes to the minutes from August 17, 2015.

Motion to approve: moved by Susie Fairfield, 2nd by Leslie Rios, motion approved.

VI. Approval of Executive Session Minutes

There were no changes to the Executive Session Minutes from August 17, 2015.

Motion to approve: Deborah Schumer, 2nd by Susie Fairfield, motion approved.

VII. Treasurer's Report/Review of Payments

Treasurer's Report was presented by Deborah Schumer. Report looks good and balanced. The amount for staff insurance has increased and is very close to the budgeted amount so we will need to keep an eye on that. Also, noted that we should be obtaining the original copies of receipts and not copies.

Question was posed in regards to the sale of the Micro Film Reader. The asking price was \$300 and the purchaser gave us \$400. The funds will be allocated to 518 Furniture/Equipment and will be used in the Opal Lee Genealogy Room.

Motion to approve: Susie Fairfield, 2nd by Michael Rubitckek, motion approved.

VIII. Reports

A. Friends of the Library

Friends will meet tomorrow evening (9/22/2015) and will discuss planning for the upcoming event the 2nd Annual CaddyStacks Fundraiser that will take place on November 8th from 1:00 – 4:00 p.m. Membership is currently around 160 and remains steady.

B. Library Foundation

The Library Foundation met last week (09/17/2015) and President Victor Lary has decided to step down after 10 years serving as Foundation President. Barbara Germann will become the President/Treasurer at this time. The Foundation is still seeking a Community at Large member and hopes to fill this position soon.

C. Director's Report

Building/Equipment – A shelving unit for CD's has been obtained from the O'Fallon Public Library. They were giving it away so we just had to go and pick it up. We are still in the planning stages of how much of it we are going to use. CD's are still very popular with our patrons and we have received many donations of CD's, most recently we have been the recipients of two retiring DJ's and their collections. Also, Bob Borst has completed several needed maintenance items.

Cataloging – Due to the rearrangement of the Young Adult area, in particular the integration of the graphic novels into the collection and the weeding at the same time as well as the weeding of reference materials (legal and medical) our total discards for August was higher than normal. Some questions in regards to the discard process was explained and the graphic novel display will become YA New Books. Future plans are to relocate Biographies to the shorter shelving units in Reference and to consult with Susie Fairfield about some alternatives for study space for adults in that area as well.

Personnel/Other – At present time we are fully staffed. Also, in August we received two Freedom of Information Act (FOIA) requests: Storytime Media and SmartProcure. With the assistance of our FOIA officers and our attorney both requests have been responded to the satisfaction of the requestors.

Motion to approve: Susie Fairfield, 2nd by Deborah Schumer, motion approved.

D. Newspaper Articles

Included are articles about movie time at the Library, Library Lines, The Pharmacy Gallery & Art Space Show, Show Your Library Card and Chatham Flashback.

E. Art Committee Report

Currently The Pharmacy Gallery & Art Space artwork is on display with 28 pieces by 14 artists. This display will be up through October.

For the months of November – January we will host The Artwork of Hillary Werth.

The Art Committee has secured most of the 2016 calendar year of exhibits at this time.

F. Tax Receipts Update

Tax Receipts were presented for review for the month of August.

G. Other

Let the record show there was no other items for discussion.

IX. Unfinished Business

Let the record show there was no unfinished business for discussion.

X. New Business

A. Combined Annual Budget and Appropriation Ordinance No. 2016-2 / APPROVAL

Note: that there is an increase to the Social Security Expenditure line in the library district's budget to match the levy amount.

Motion to approve: Michael Rubitchek, 2nd by Susie Fairfield followed by roll call vote with all Board Members present and accounted signified by aye vote. Motion approved.

B. Estimate of Revenues By Source / APPROVAL

Motion to approve: Susie Fairfield, 2nd by James Burgdorf, motion approved.

C. Health Insurance Renewal Update

Documentation recently received from Blue Cross Blue Shield of Illinois in regards to the Renewal of Health Plan for full time staff. A significant increase of 12.5% is indicated and at present time our Agent Chuck Hunt is investigating the increase. More information will be available at the October Board meeting.

D. New Trustee Discussion Executive Session 5ILCS120/2(c)(2)

Motion to adjourn to Executive Session made at 7:40 p.m. moved by Deborah Schumer, 2nd by Michael Rubitchek, motion approved. Let the record show that all members are still present at the time of the executive session and that potential candidate Chelsey Moore has left the meeting.

Motion to adjourn from Executive Session was made at 7:45 p.m., moved by Susie Fairfield, 2nd by James Burgdorf, motion approved.

Reconvene Board meeting at 7:45 p.m. All Board members are still present.

The discussion of the appointment of a new Board Trustee took place during the Executive Session and it was decided to appoint Chelsey Moore as replacement for Trustee Fitzgerald.

Motion to approve; Deborah Schumer, 2nd by James Burgdorf, motion approved.

E. Other

Let the record show there were no other items for discussion.

XI. Announcements

A. Next Board Meeting: October 19th, 2015 at 7:00 p.m.

XII. Adjournment

Motion to adjourn at 7:48 p.m.: moved by Susie Fairfield, 2nd by Michael Rubitchek, motion approved.