

CHATHAM AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING MINUTES
Monday, April 17, 2017 7:00 PM

I. Board Meeting Called to Order -

Trustee M. Roubitchek called the meeting to order at 7:00 p.m. Trustees D. Schumer and S. Fairfield and Director Byers were also in attendance. C. Westerlund, J. Burgdorf, C. Moore and L. Ross were absent. Due to not having a quorum of board members present, no action will be taken on agenda items.

II. Recognition of Visitors / Public Comments

No visitors/members of the public were present.

III. Approval of Minutes

S. Fairfield noted that she had reviewed the minutes with Byers before the meeting, and had no further corrections. **No action on the minutes was taken.**

IV. Treasurer's Reports / Review of Payments

D. Schumer reported on the financials and that everything looked like it was in good shape. She said that we should be at 75% of the budget spent at this time of the year. She made note of lines 512 (utilities), 514 (postage) and 523 (dues) that they were a little high, but that we should be fine overall. **No action on the treasurer's report/review of payments was taken.**

V. Reports

A. Friends of the Library

Byers discussed that the friends would like to have another Caddystacks fundraiser in November. Also, they are in process of evaluating their cafe/bookstore coordinator.

B. Library Foundation - Meeting April 20th @ 6:30

Roubitchek mentioned that there is a foundation meeting on Thursday and that there will be a report at our next board meeting.

C. Library Director's Report

Byers noted a lot of repairs/improvements to the building had taken place in the last month, including the purchase of a new freezer for the kitchen and continued work with Alpha regarding the HVAC controls. **No action on the Library Director's Report was taken.**

D. Per Capita Grant Update

Byers showed the award letter that the library received from the State Library. The amount awarded was \$12,085.29, which is a slight increase over last year.

E. Library Attorney's Invoices

Attorney Jon Ellis' invoices and total spent on the litigation was noted.

F. Annexation Notices Update

New property loss that occurred in late March was reported.

G. Newspaper Articles

Newspaper articles were noted, including our very popular sign language series.

H. Art Committee Report

Our current show will come down at the end of next week. Our next show will be the Retired Art Teachers (RATS) in June-July.

I. Other

Let the minutes reflect that there was no further business to report.

VI. Unfinished Business

A. De-Annexed lake-leased properties Litigation / APPROVAL

Executive Session 5ILCS120/2(c)(11) (If deemed necessary)

Byers reported that she had met with Attorney, Jon Ellis this month. He gave her some tasks to accomplish to help build his case. No further action has occurred.

B. RFP - Lighting Upgrade / APPROVAL

Byers met with several companies to discuss the lighting upgrade and fixture alternatives. Two of the potential fixtures were lent to the library and was in the meeting for the board to view. Byers said that the board needs to formally reject the RFP that was done in February and to go through another RFP process to move forward. **No action was taken on the RFP - Lighting Upgrade.**

C. Other

Let the minutes reflect that there was no further business to report.

VII. New Business

A. Trustee Job Description /APPROVAL

Byers created a job description to inform potential trustee candidates on the scope of the work of a library trustee. D. Schumer and S. Fairfield had grammatical and typographical edits and gave them to Byers to fix. Byers will send out the clean copy to the board. **No action will need to be taken on the trustee job description.**

B. HVAC quarterly maintenance agreement / APPROVAL

Byers went out for bid for the quarterly maintenance and received two bids back. Byers will bring this back to the May meeting for a vote. **No action was taken on the HVAC quarterly maintenance agreement.**

C. New Trustee Appointments /DISCUSSION

Byers will coordinate with members of the board in order to find a date/time for a special meeting to interview potential candidates. She will also notify the public of the opening and schedule their interviews.

D. Other

Let the minutes reflect that there was no further business to report.

VIII. Announcements

A. Next Board Meeting : May 15th at 7 p.m.

IX. Adjournment

Trustee M. Roubitchek adjourned the meeting at 7:28 .p.m.