

CHATHAM AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING MINUTES
Monday July 16th 2018 7:00 PM

I. Board Meeting Called to Order

A call to order was made by C. Westerlund, President, at 7:03 p.m. S. Fairfield, acting secretary, conducted a roll call. Board members in attendance: C. Westerlund, M. Roubitckek, D. Holden, C. Moore and S. Fairfield. New Trustee Nela Kirk was also present.

Absentees: L. Ross

Please note that Director Byers was also present.

II. Recognition of Visitors / Public Comments

No visitors or members of the public were present.

III. Oath of Office – New Trustee – Nela Kirk

After each board member introduced themselves, C. Westerlund administered the oath of office for newly appointed trustee, Nela Kirk.

IV. Approval of Minutes

A motion to approve the June 18th, 2018 minutes was made by S. Fairfield and seconded by D. Holden. The motion passed.

V. Treasurer’s Report / Review of Payments

Director Byers noted five lines that had additional funds in them at the end of FY18 and why this was. Payroll and health insurance were the most notable, due to staffing changes.

A motion to approve the Treasurer’s Report and Review of Payments was made by D. Holden and seconded by C Moore. The motion passed.

VI. Reports

A. Friends of the Library

Byers highlighted the Friends’ book sale happening this weekend and that the Friends board is reviewing applications for its bookstore/café coordinator. The broken beverage container in the café was also discussed and a suggestion to review the agreement between the Friends and the Library was given. Byers will keep the board updated on any decisions made by the Friends Board.

B. Library Director’s Report / APPROVAL

Byers highlighted the average number of items circulated and average number of patrons that enter the building. Angie Mahr, the children’s summer temporary assistant has been hired permanently to work in the computer lab.

A motion to approve the Library Director’s Report was made by S. Fairfield and seconded by M. Roubitckek. The motion passed.

C. Newspaper Articles

C. Westerlund noted newspaper articles related to the Library.

D. Lighting Savings Update

Savings this month were 854.70, for a grand total of \$7,181.07 saved since the upgrade.

E. Art Committee Report & Purchase – “She Speaks,” by Rosalinda Post-Lucas /APPROVAL

C. Westerlund brought this piece to the board for approval, on behalf of the Library’s art committee. The piece was the Best in Show at the last Call to Entry art show, held in the Spring. The artist agreed to charge \$1,350, which is half the original price of the piece.

Funding for this purchase will come from the Art Committee Fund, under the Library Foundation. N. Kirk asked how it would be displayed in the library and Byers explained that a sturdy stand will be made to hold the bust.

A motion to approve the Art Committee's purchase of "She Speaks," was made by S. Fairfield and seconded by C. Moore. The motion passed.

F. Tax Receipts Update

Byers explained that the payment from the City of Springfield has not been received yet and will follow up with Jon later this month to make sure a letter has been sent to remind the City.

G. Other

There was no other business to discuss.

VII. Unfinished Business

A. Other

There was no other business to discuss.

VIII. New Business

A. FY19 Tentative Combined Annual Budget & Appropriation Ordinance No. 2019-1/ APPROVAL

C. Westerlund explained that this is the first step in the legal process to approve the budget for the new year. These numbers were taken from the working budget, approved at the June 2018 meeting. The official Budget and Appropriation Ordinance will be approved in September.

A motion to approve the FY 19 Tentative Combined Annual Budget & Appropriation Ordinance No. 2019-1 was made by D. Holden and seconded by M. Roubitchek. S. Fairfield conducted as roll call vote. All trustees present voted in the affirmative. The motion passed.

B. Special Reserve Fund Transfer / APPROVAL

Monies not expended in a current fiscal year must be transferred to Special Reserve.

A motion to approve the Special Reserve Fund Transfer of \$94,246 was made by D. Holden and seconded by C. Moore. S. Fairfield conducted as roll call vote. All trustees present voted in the affirmative. The motion passed.

C. Security Cameras Proposal / APPROVAL

Byers highlighted three bids for security cameras. The security cameras will be placed at the both doors, the main doors and the South door, and the café/bookstore. Staff members will have access to the video feed in order to maintain a safe and secure building.

A motion to approve the Security Camera proposal by Lloyd Technology Services for \$5,106.30 was made by S. Fairfield and seconded by D. Holden. S. Fairfield conducted as roll call vote. All trustees present voted in the affirmative. The motion passed.

D. Community/Patron Relations - Security Cameras 5-18 / APPROVAL

Byers shared a policy to coincide with the addition of security cameras on library grounds.

A motion to approve policy 5-18 Security Cameras, with the addition of a sentence explaining that the Library Director has access to video collected from the cameras on and off the library grounds, was made by M. Roubitchek and seconded by D. Holden. S. Fairfield conducted as roll call vote. All trustees present voted in the affirmative. The motion passed.

E. Stacks – Ebsco Website / APPROVAL

Byers explained the reasoning for a new website. The current website was created in-house by the Library's IT Director. It is not mobile or ADA friendly, nor is it easy to

update for Library staff when the IT Director is unavailable. D. Holden asked this is in the budget for FY19 and Byers explained that it was.

A motion to approve Stacks – Ebsco Website, was made by M. Roubitchek and seconded by D. Holden. S. Fairfield conducted as roll call vote. All trustees present voted in the affirmative The motion passed.

F. Water Meter Replacement /APPROVAL

The Village of Chatham has let Byers know that the current water meter is not correct and must be changed and that the water rate would most likely go up. After some discussion, the Board directed Byers to discuss this with the Village in order to ensure that the water rate increase would not be retroactive and to ask attorney, Jon Ellis to write a letter to the Village to clarify the Library's concern. S. Fairfield suggested to table this discussion.

A motion to table this item, was made by D. Holden and seconded by C. Moore. The motion passed.

G. Closed Meeting Minutes Review / APPROVAL

The closed meeting minutes from July 17, 2017 were reviewed. It was not deemed necessary to enter Executive Session (5 ILCS 120/2.06) for this discussion.

A motion to release the closed session minutes from July 17, 2017, was made by S. Fairfield and seconded by D. Holden. The motion passed.

H. Other

There was no other business to discuss.

IX. Announcements

- A. Next Board Meeting: August 20th 2018
- B. Friends of the Library Book Sale: July 21st, 2018

X. Adjournment

A motion to adjourn at 7:56 p.m. was made by S. Fairfield and seconded by D. Holden. The motion passed.