

CHATHAM AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING MINUTES
Monday, October 16, 2017 7:00 PM

I. Board Meeting Called to Order

President Westerlund called the meeting to order at 7:01 p.m. Board members present were Carrie Jefferies, Dan Holden, Michael Roubitchek, Susie Fairfield and Christine Westerlund. Absent members were Leslie Ross and Chelsey Moore. Director Amy Byers was also present.

II. Recognition of Visitors / Public Comments

No members of the public were present.

III. Approval of Meeting Minutes

No changes or additions were made to the minutes as presented. **D. Holden made a motion to approve the September meeting minutes and C. Jeffries seconded. The motion passed.**

IV. Treasurer's Report / Review of Payments

Treasurer Jeffries mentioned several lines that had credits in them, including 520 General Insurance due to a worker's compensation audit and 528 Public Relations, due to the West Sangamon Public Library reimbursing the Library for a joint Book Page subscription.. Also mentioned was the \$961.00 charge under 524 Building Grounds and Maintenance for repair work done on the ice maker. **Motion to approve the Treasurer's Report was made by S. Fairfield, seconded by D. Holden. Motion passed.**

V. Reports

A. Friends of the Library

The Friends are preparing for their next event, Caddystacks, which will be November 4th and 5th. They are also working towards the Murder Mystery Fundraiser, which will be in March. At their last meeting, they discussed how to retain members to their organization and concluded more research will need to be completed to determine next steps.

B. Library Foundation Update

The Foundation joined the Friends at their last meeting. Both groups discussed how they could help each other work towards creating thriving and meaningful organizations. A joint strategic plan is planned, in conjunction with the Library.

C. Library Director's Report

A. Byers noted the electrical work that occurred in September and continues in October. Also, she mentioned Family Reading Night at Glenwood Elementary that six staff members attended. One was in costume, three read to the families and two issued library cards. Lincoln Library was also on hand to issue cards, so that no family was turned away from receiving a card that night. Lincoln Library staff agreed to continue these joint events in the future. **Motion to approve the Director's Report was made by M. Roubitchek, seconded by C. Jefferies. Motion passed.**

D. Newspaper Articles

C. Westerlund noted the newspaper articles that mentioned the Library.

E. Lighting Project Update

A. Byers explained the rebate program for the lighting project. The rebate, granted by the IMEA is for \$10,945.90.

F. Art Committee Report

C. Westerlund highlighted the current volunteer/staff and High School art shows going on now. Our next show will feature the Sangamon Watercolorist Society.

G. Tax Receipts Update

A. Byers noted that we will have two additional payments for the FY17-18 fiscal year.

H. Tax Objection Complaint

In relation to the lake-leased properties that were annexed in to the City of Springfield in August 2016, some residents are objecting to the taxes assessed on them. We are mentioned in the suit. However, Library Bond #2 will be levied against the taxpayer at our levied amount, due to statute requiring it so.

I. Other

No other business was discussed.

VI. Unfinished Business

A. Other

No other business was discussed.

VII. New Business

A. Levy & Assessment of Taxes Ordinance No. 2017-3 / APPROVAL

Motion to approve the Levy & Assessment of Taxes Ordinance No 2017-3 was made by D. Holden and seconded by M. Roubitchek. A roll call vote was called, with all the present trustees voting in the affirmative. The motion passed.

B. Children's Nook and Display piece / APPROVAL

A. Byers explained the purpose for this furniture piece in the Children's department. Currently, the Children's play area is very open and loud. Some children, particularly those with special needs may want a quieter space. This piece will have three nooks and display space with moveable shelving. **Motion to approve the Children's Nook and Display piece was made by S. Fairfield, seconded by C. Jefferies. Motion passed.**

C. UCB Credit Card permissions / APPROVAL

A. Byers explained that the Library's credit card had permissions for staff members no longer working at the Library. **Motion to remove all current names off the credit card and to add Amy Byers and Joyce Evans to the card was made by S. Fairfield, seconded by D. Holden. Motion passed.**

D. Foundation Annual Report / APPROVAL

C. Westerlund explained at the Foundation Annual Report is a requirement in the by-laws for the Foundation. S. Fairfield was pleased at the amount that is held at the Community Foundation for the Land of Lincoln. **Motion to approve the Foundation Annual Report was made by C. Jeffries, seconded by M. Roubitchek. Motion passed.**

E. Per Capita Requirement: Trustee Fact File, Chapters 1-5 : / REVIEW

Library Board members reviewed the first five chapters of the Trustee Fact File. Many of the chapters was used for orientation purposes for new trustees. The Trustee Fact File book has been a great resource for all trustees.

F. Other

No other business was discussed.

VIII. Announcements

A. Next Board Meeting : November 20th, 2017

IX. Adjournment

Motion to adjourn was made by D. Holden, seconded by C. Jeffries. Motion carried and the meeting concluded at 7:24 p.m.