

**Chatham Area Public Library District
Board Meeting Minutes
Monday, June 20, 2016**

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

Present: Susie Fairfield, Michael Roubitchek, Chelsey Moore, Leslie Rios, Christine Westerlund, James Burgdorf and Deborah Schumer.
Also present were Amy Byers, Library Director and Linda Borst, Administrative Assistant.
- II. **Recognition of Visitors/Public Comments**

Recognition is made of a visitor present at tonight's meeting.
- III. **Approval of Minutes**

There were no changes to the minutes from May 16, 2016.
Motion to approve: moved by Susie Fairfield, 2nd by Deborah Schumer, motion approved.
- IV. **Approval of Executive Session Minutes**

There were no changes to the Executive Session Minutes from May 16, 2016.
Motion to approve: moved by Deborah Schumer, 2nd by James Burgdorf, motion approved.
- V. **Treasurer's Report/Review of Payments**

Treasurer's Report presented by Deborah Schumer. The May financials look good and it is noted that overages will be offset by those that are under. No issues are foreseen.
Question by visitor: What is our Fiscal Year? July 1 – June 30.
Motion to approve: moved by Susie Fairfield, 2nd by Michael Roubitchek, motion approved.
- VI. **Reports**
 - A. **Friends of the Library**

Friends have recently had 2 meetings to discuss the Book/Bake Sale and CaddyStacks Fundraiser. The Book/Bake sale is trying something new this year at 3:00 customers will be able to make a donation and take as many items as they want. They want to clean out and have a fresh start going forward. CaddyStacks fundraiser will take place in November. New Café/Bookstore Coordinator Dan Miller is doing well in his position and is scheduled for 10 – 18 hours.
 - B. **Library Foundation**

There is nothing new to report at this time. The next scheduled meeting is September 15th.
 - C. **Library Director's Report**

We have had another great month in both circulation and patron count. The CD shelving project has been assembled and is in place in the Library. Tech Services are busy preparing CD's to be added to our collection and have set a goal for this to be completed by end of the year. The shelving was free and the CD's were donated by various patrons. Be sure to check out the 1st video of Amy and Children's Librarians about the Summer Reading Program.
Summer Reading Update: Last year at the end of the program we had 928 participants and as of today we have 1,024! We have issued 53 Blue Ribbon Reader yard signs in 7 days and

have 8 children that have been through the program 2 times and have their names in lights at eh Bank & Trust.

Personnel – 3 staff members are leaving: Marlee Klopfer, circulation assistant, Linda Ragel, back circulation assistant and Abby Miller, library page.

Gary Bahlow, a longtime supporter of the Library wanted to create a gaming program at the library with the focus on critical thinking games. The library initially asked for \$250.00 to start the program and Mr. Bahlow generously donated \$400.00

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

D. Expiring TIF Update

Amy shared a memorandum that we receive in regard to the Chatham TIF District is set to expire after tax year 2016 (taxes payable 2016). This information is presented as an FYI as it will not be impacting the library.

E. Newspaper Articles

Articles appeared in the Chatham Clarion and the State Journal Register.

F. Tax Receipts Update

FY 2016-2017 Tax Receipts are coming in right on schedule.

G. Art Committee Report

Currently on display for the months of June/July is the artwork of Katherine Pippin Pauley. Board Members are encouraged to tour the library and see her work.

H. Other

Let the minutes reflect there is no other business to discuss.

VII. Unfinished Business

A. Proposed Budget FY 2016-2017/Approval Executive Session 5ILCS120/2(c)(2)

Per Director Byers two items have been corrected since last meeting: Enterprise Fund and Per Capita Grant. Per discussion it was noted that corrections need to be made to the order of line items however, the corrections do not impact the budget numbers.

Motion to approve: moved by Susie Fairfield, 2nd by Deborah Schumer. A roll call vote was then taken and let the record reflect that all trustees present voting affirmative for the approval of the Proposed Budget FY 2016-2017, motion approved.

B. Other

Let the minutes reflect there is no other unfinished business to discuss.

VIII. New Business

A. Non-Resident Fee/Approval

The rate for non-resident fee has been increased by \$4.00. Current rate is \$150 and will increase to \$154.

Motion to approve: moved by Michael Roubitckek, 2nd by Chelsey Moore, motion approved.

B. Prevailing Wage Resolution FY2017/Approval

At this time there are no rates stated on the resolution and we were instructed to use the July 2015-2016 rates.

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

C. Board Meeting and Publish Dates FY 2017/Approval

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

D. 3-10 Equal Employment Opportunity/Approval

Motion to approve: moved by James Burgdorf, 2nd by Michael Roubitckek, motion approved.

- E. **3-20 Anti-Harassment/Approval**
Motion to approve: moved by Chelsey Moore, 2nd by Deborah Schumer, motion approved.
- F. **3-30 Library Director/Approval**
Motion to approve: moved by Susie Fairfield, 2nd by Deborah Schumer, motion approved.
- G. **3-40 Hiring Process and Criteria/Approval**
Motion to approve: moved by Michael Roubitckek, 2nd by James Burgdorf, motion approved.
- H. **3-50 Communicable and Chronic Infectious Disease/Approval**
Motion to approve: moved by Deborah Schumer, 2nd by Michael Roubitckek, motion approved.
- I. **Ordinance 2016-4 providing for the issue of General Obligation Refunding Library Bonds, Series 2016, of the District, for the purpose of refunding certain outstanding bonds of the district, providing for the levy of a direct annual tax sufficient to pay the principal of and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof/Approval**
Motion to approve: moved by Susie Fairfield, 2nd by Deborah Schumer a roll call was then taken. Let the record reflect that all trustees present voting affirmative for the approval of Ordinance 2016-4. Motion approved.
- J. **Ordinance 2016-5 authorizing and directing the execution Escrow Agreement in connection with the issue of General Obligation Refunding Library Bonds, Series 2016 of the District/Approval**
Motion to approve: moved by Leslie Rios, 2nd by Susie Fairfield a roll call was then taken. Let the record reflect that all trustees present voting affirmative for the approval of Ordinance 2016-5. Motion approved.
- K. **Organization Certificate for First Midstate/Approval**
Correction to be made on Susie Fairfield's name and provided a copy of Library Boundaries.
Motion to approve: moved by Susie Fairfield, 2nd by Michael Roubitckek a roll call was then taken. Let the record reflect that all trustees present voting affirmative for the approval of Organization Certificate for First Midstate. Motion approved.
- L. **Other**
Let the minutes reflect there is no other new business to discuss.

IX. Announcements

- A. **Next Board Meeting: July 18, 2016**
- B. **Friends of the Library Book & Bake Sale – July 16, 2016**

X. Adjournment

Motion to adjourn at 7:50 p.m., moved by Deborah Schumer, 2nd by James Burgdorf, motion approved.