

**Chatham Area Public Library District  
Board Meeting Minutes  
Monday, October 19, 2015**

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

Present: Christine Westerlund, Susie Fairfield, Deborah Schumer, Leslie Rios, James Burgdorf, Michael Rubitchek and Chelsey Moore.  
Also present were Amy Ihnen, Library Director and Linda Borst, Administrative Assistant.

**II. Recognition of Visitors/Public Comments**

There were no visitors present at tonight's meeting.

**III. Oath of Office for appointed Trustee Chesley Moore**

The Oath of Office was administered to new Trustee Chelsey Moore.

**IV. Approval of Minutes**

There were no changes to the minutes from September 21, 2015.

**Motion to approve: moved by Susie Fairfield, 2<sup>nd</sup> by James Burgdorf, motion approved.**

**V. Treasurer's Report/Review of Payments**

Report is balanced and no questions were presented to the Treasurer.

**Motion to approve: Michael Rubitchek, 2<sup>nd</sup> by Susie Fairfield, motion approved.**

**VI. Reports**

**A. Friends of the Library**

Friends met last week to discuss the Annual CaddyStacks Fundraiser. They will be meeting again tomorrow (October 20, 2015) to discuss the status of hole sponsorship. The event date has been changed to November 15<sup>th</sup> and will be from 1:00 – 4:00 p.m.

**B. Library Foundation**

The Foundation welcomed a new board member Joan Parks.

**C. Library Director's Report**

**Building/Equipment** – The water heater in the Custodian closet was replaced and caused minor flooding in the closet and in the director's office. After receiving bids, it was decided to go with Curt Wood for replacement. Bob Borst came and changed bulbs and ballasts in the library with a noticeable difference in the lighting. Also, he came to replace a rubber ring in men's restroom.

**Cataloging** – Circulation is up, the number of discards is higher than normal, as the process of adult non-fiction is weeded to make room to integrate reference books. Susie Fairfield will make an appointment with Amy to review some options to relocate some items in the Library.

**Other** – Linda B. has been working on the disposal of older documents in accordance with the Record Retention guidelines.

**Motion to approve: Susie Fairfield, 2<sup>nd</sup> by Deborah Schumer, motion approved.**

**D. Newspaper Articles** – Included are articles at about Voter Registration at the Library, Library Lines, Alzheimer's Program and a photo of Amy Ihnen and Meghan Harmon at the Chatham Railroad Museum for Depot Day.

- E. **Art Committee Report** – The Pharmacy Gallery & Art Space will be in place until October 31<sup>st</sup>. The next show is The Artwork of Hillary Werth and the reception will be held on January 15<sup>th</sup>.
- F. **Tax Receipts Update** – We have received the Fifth County and should receive the Sixth County sometime in November.
- G. **Other** – No other business was discussed.

**VII. Unfinished Business**

**A. Health Insurance/APPROVAL**

The current Health Insurance plan will be increasing in November 2015. Budgeted for FY 2015 – 2016 is \$60,000.00 and the amount will increase to \$60,194.24.

**Motion was made to continue with the current deduction until FY 2016-2017 then increase the employee portion accordingly. Motion to approve: Susie Fairfield, 2<sup>nd</sup> by Michael Rubitchek. An Amendment to this motion was made by Susie Fairfield, 2<sup>nd</sup> by Deborah Schumer, to approve the current health plan. All members present in and in and in attendance signified by voting Aye for the original motion. The Amendment was approved by all members present and in attendance.**

- B. **Other** – No other business was discussed.

**VIII. New Business**

**A. Levy & Assessment of Taxes Ordinance No. 2016-3/ APPROVAL**

**Motion to approve: Susie Fairfield, 2<sup>nd</sup> by Deborah Schumer, motion approved. Roll call vote by all members in attendance voting Aye, motion then carried by roll call vote by all members in attendance voting Aye.**

**B. Statement of Receipts and Disbursements/APPROVAL**

**Motion to approve: Susie Fairfield, 2<sup>nd</sup> by James Burgdorf, motion approved. Signified by all members present voting Aye.**

**C. LIMRICC (Library Insurance Management and Risk Control Combination) Resolution/APPROVAL**

**Motion to approve: Susie Fairfield, 2<sup>nd</sup> by Deborah Schumer, motion approved. A Roll call vote was called by all members in attendance voting Aye.**

**IX. Announcements**

- A. **Board Meeting – November 16<sup>th</sup>, 2015**
- B. **Friends of the Library – Caddystacks Fundraiser: November 15<sup>th</sup>, 2015.**

**X. Adjournment**

**Motion to adjourn at 7:35 p.m.: moved by James Burgdorf, 2<sup>nd</sup> by Susie Fairfield, motion approved.**