

CHATHAM AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING MINUTES
Monday, February 20, 2017 7:00 PM

- I. Board Meeting Called to Order**

Meeting was called to order at 7:00 PM. Board members present: M. Roubitchek, S. Fairfield, J. Burgdorf, C. Westerlund and D. Schumer. Also present was Amy Byers, Library Director. Absent board members were L. Ross and C. Moore.
- II. Recognition of Visitors / Public Comments**

No visitors/members of the public were present.
- III. Special Guest : Matt Becker - Springfield Electric**

Matt Becker presented a bid for the lighting upgrade project that was presented to the board in October 2016. He answered questions regarding lighting incentives for replacing the halide bulbs, as well as what options the board could pursue in providing proper lighting for the main portion of the building.
- IV. Approval of Special Meeting Minutes - January 12th, 2017**

Motion to approve special meeting minutes by S. Fairfield, 2nd by D. Schumer.
Motion carried.
- V. Approval of Special Meeting Executive Session Minutes - January 12th, 2017**

Motion to approve special meeting executive session minutes by D. Schumer, 2nd by M. Roubitchek. Motion carried.
- VI. Approval of Minutes - January 16th, 2017**

Motion to approve meeting minutes by S. Fairfield, 2nd by D. Schumer. Motion carried.
- VII. Approval of Executive Session Minutes - January 16th, 2017**

Motion to approve meeting executive session minutes by M. Roubitchek, 2nd by D. Schumer. Motion carried.
- VIII. Treasurer's Reports / Review of Payments**

Treasurer Schumer reported that we should be around 56% of the budget spent at this time. Most lines are looking good. She mentioned the deposit of \$303.10 into our unemployment line due to the audit by our employment pool. She also said that our 535 misc grant expense line was use to purchase omnigraphic medical books. Byers explained that the KDO grant's purpose was to expand our medical reference section for seniors.
Motion to approve the Treasurer's Report/Review of payment by J. Burgdorf, 2nd by S. Fairfield, motion carried.
- IX. Reports**
 - A. Friends of the Library**

Byers discussed the progress of the 17th Annual Murder Mystery Dinner Theater Fundraiser, as well as the Friends' effort to sell tote bags.
 - B. Library Director's Report**

Byers mentioned equipment repairs that occurred last month, including faucets and HVAC unit #10. **Motion to accept the Library Director's report by D. Schumer, 2nd by M. Roubitchek.**
 - C. Library Attorney's Invoices**

Byers shared the invoice from services rendered from Attorney, Jon Ellis.

D. Annexation Notices Update

Byers provided a monthly report of property lost to the Library District.

E. Newspaper Articles

There were a variety of articles featuring the programs at the library, including a large article from the State-Journal Register on the Murder Mystery play.

F. Art Committee Report - Voting on Call to Entry

Voting is underway for the Call to Entry Art Show. Boards from the Library, Friends, Foundation and Chamber are currently voting on the pieces to win awards at our opening on March 3rd. 45 pieces of local artwork will be displayed in the library until the end of April.

G. Other

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

X. Unfinished Business

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

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

President Westerlund reported that there was no new information to discuss. The board was given the letter that Attorney Jon Ellis drafted for the City of Springfield on January 23rd. No executive session was conducted.

B. RFP - Lighting Upgrade / APPROVAL

The RFP produced one bid for the lighting upgrade project. The bid was from B&B electric and did not meet several of the requests that were mentioned in the RFP. The board directed Byers to discuss options with B&B and report back to the board at the next meeting. No action was taken at this time.

C. Other

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

XI. New Business

A. F.J. Murphy Plumbing Invoice / APPROVAL

Maintenance work was performed in January to replace plumbing in main library restrooms due to the age of the fixtures. **Motion to approve invoice for \$1,734.25 by S. Fairfield, 2nd by D. Schumer, motion carried.**

B. Acting Secretary / APPOINTMENT

S. Fairfield was appointed as acting secretary until L. Ross returns in May.

C. New Trustees Appointment / DISCUSSION

President Westerlund discussed the typical process that occurs for vacancies on the library board and suggested that the board let her know if they knew of qualified candidates for the openings that will occur after the April 4th election.

D. Other

S. Fairfield asked about the trustee forum. Byers let the board know that the Chamber was in the final stages of informing all candidates running for Village, School and Library board of the date of our trustee forum. The forum will be on March 29th, starting at 5:30 at the library.

XII. Announcements

A. Next Board Meeting : March 20th at 7 p.m.

B. Friends' Murder Mystery Dinner Theater March 10th & 11th

XIII. Adjournment

**Motion to adjourn by D. Schumer, 2nd by J. Burgdorf. Motion carried.
Meeting adjourned at 8:03 pm.**