

**CHATHAM AREA PUBLIC LIBRARY DISTRICT  
BOARD MEETING MINUTES  
Monday July 18th 2016 7:00 PM**

**I. Board Meeting Called to Order, 6:59 p.m.**

Present: Susie Fairfield, Michael Roubitchek, Chelsey Moore, James Burgdorf and Deborah Schumer. Also present was Amy Byers, Library Director.

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

No visitors were present at tonight's meeting.

**III. Approval of Minutes**

There were no changes to the minutes from June 20th, 2016.

**Motion to approve: Moved by Fairfield, 2nd by Roubitchek, motion approved.**

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

Treasurer's report was presented by Deborah Schumer. June financials look good, which rounds out the year. Schumer mentioned some lines that were over for the year, but she had mentioned them before, knowing that we'd go over. The lines that were under will balance out the difference and we should be fine.

**Motion to approve: Moved by Moore, 2nd by Fairfield, motion approved.**

**V. Reports**

**A. Friends of the Library**

The Friends had their Sweet Corn book and bake sale on the 16th. Sales were good, but down about \$200 from last year. Trustee Moore suggested that they work with the Sweet Corn Festival by having a booth at South Park in the afternoon. Byers agreed to suggest that to the Friends at their next meeting. They have no meeting in July.

**B. Library Foundation**

There was no new information shared regarding the Foundation. It was agreed to only place this agenda item on the agenda if there is information to report to the Board.

**C. Library Director's Report**

We had another great month for patron count and circulation. This means that for the fiscal year, we had 11,320 more items in circulation over last year. We had over 7,000 more people coming into the building compared to last year. We also had our freezer in the kitchen serviced, and was notified that a replacement would be necessary. We are looking for a much smaller replacement. A slender, metal piece of the building fell off the space between the cafe windows and the roof. Bob Borst will come out to repair the damage.

Personnel: Claire Pierce was hired to work in circulation/children's and Graham Kinley was hired as a page.

**Motion to approve: Moved by Fairfield, 2nd by Schumer, motion approved.**

**D. Newspaper Articles**

Articles that appeared in the Chatham Clarion were noted.

**E. Art Committee Report**

The Illinois Prairie Pastel Society will be showing their work at the library after Katherine Pippen-Pauley's show comes down next week. Their reception is August 5th and their work will be displayed until September 15th.

**F. Tax Receipts Update**

Each month, the tax money comes in from the County. Everything is right on schedule.

**G. Other**

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

**VI. Unfinished Business**

**A. Other**

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

**VII. New Business**

**A. FY17 Tentative Combined Annual Budget & Appropriation Ordinance No. 2017-1/  
APPROVAL**

Schumer asked a few formatting questions regarding the budget documents. All questions were addressed to the Board's satisfaction.

Motion to approve: Moved by Fairfield, 2nd by Schumer, roll call vote: all in favor. The motion passed.

**B. Special Reserve Fund Transfer / APPROVAL**

Money that was not spent in FY16 must be moved to Special Reserve. The Special Reserve money is used for unexpected or large building costs, such as parking lot resealing or HVAC replacement. This year, we will move 31,268.74 into Special Reserve.

Motion to approve: Moved by Fairfield, 2nd by Schumer, roll call vote: all in favor. The motion passed.

**C. Policy - 3-60 & 3-60F Drug and Alcohol Free Workplace /APPROVAL**

The following policies were updated by the personnel committee, with the assistance of three staff members and the attorney.

Motion to approve: Moved by Roubitchek, 2nd by Moore, motion approved.

**D. Policy - 3-70 Religious Holidays / APPROVAL**

Motion to approve: Moved by Schumer, 2nd by Roubitchek, motion approved.

**E. Policy - 3-75 Jury Duty / APPROVAL**

Motion to approve: Moved by Roubitchek, 2nd by Schumer, motion approved.

**F. Policy 3 - 80 Library Staff Development/ APPROVAL**

Motion to approve: Moved by Fairfield, 2nd by Moore, motion approved.

**G. Policy 3-85 Travel Policy / APPROVAL**

Motion to approve: Moved by Roubitchek, 2nd by Fairfield, motion approved.

**H. Other**

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

**VIII. Announcements**

**A. Next Board Meeting: August 15th 2016**

**IX. Adjournment**

Motion to adjourn at 7:43 p.m., moved by Schumer, by Roubitchek, motion approved.