

**CHATHAM AREA PUBLIC LIBRARY DISTRICT
SPECIAL BOARD MEETING MINUTES**

Wednesday May 17th, 2017 6:00 PM

- I. **Board Meeting Called to Order at 6:01 p.m.**
Board members in attendance: C. Moore, S. Fairfield, M. Roubitchek, C. Westerlund, L. Ross and Director Byers.

- II. **Recognition of Visitors / Public Comments**
One of our incoming Board members, Dan Holden, is in attendance and will not be appointed until our next meeting. No other visitors or members of the public.

- III. **Reports**
 - A. **Friends of the Library**
The Cafe/Bookstore coordinator, Dan Miller resigned, effective May 13th. James Griffin was hired and began work on May 15th, and has already started implementing lots of fresh ideas.
 - B. **Library Foundation**
The Library Foundation met in April to discuss its future. The president of the Foundation, the Library Director, and Friends Chair discussed the desire to work more cohesively and focused on the strategic plan.
 - C. **Library Director's Report - March and April/ APPROVAL**
March: the library hired a new page, Abbie Green. Also, 2 desktop computers were purchased—1 for the Conference Room & the other for Gallery B.
April: Almost \$3000 in summer reading has been donated by area businesses to support this popular program. Additionally, FJ Murphy replaced a bad valve on a main water pipe. The Circulation Department will exceed their goal of beating last year's circulation numbers.
Motion to approve Director's Report was made by S. Fairfield, seconded by M. Roubitchek, motion passed unanimously.
 - D. **Annexation Notices Update**
Two more de-annexations were received by the Board.
 - E. **Newspaper Articles**
Newspaper articles were noted.
 - F. **Art Committee Report**
A full schedule of art shows are slated through March-April 2018. Currently, the Prairie Quilters are on display in the library.
 - G. **Other**
Let the record show there was no further business to discuss under reports.

- IV. **Unfinished Business**
 - A. **De-Annexed lake-leased properties Litigation / APPROVAL**
Executive Session 5ILCS120/2(c)(11) (If deemed necessary) The City of Springfield gave us discovery items the CAPLD attorney, Jon Ellis, gave his suggestions as to how to respond. Executive session was not needed.
 - B. **Other**
Let the record show there was no further business to discuss under Unfinished Business.

- V. **New Business**
 - A. **Proposed Budget FY 17-18**

Executive Session 5ILCS120/2(c)(2)

Director Byers went over the proposed budget for the new year starting on July 1st, 2017. This document will be reviewed by the Board and brought back for approval at the regular June meeting. Executive session was not needed.

B. Policy 3-130 Overtime and Compensatory Time / APPROVAL

The changes to this policy were to align the CAPLD policy with the state and federal laws regarding overtime. **Motion to approve the suggested edits and revisions to 3-130 was made by L. Ross, seconded by C. Moore, motion passed unanimously.**

C. Policy 3-140 Performance Evaluation / APPROVAL

This policy adds clarity to the personnel evaluations. **Motion to approve the suggested edits and revisions to 3-140 was made by S. Fairfield, seconded by L. Ross, motion passed unanimously.**

D. Policy 3-141 Initial Ninety Day Period /APPROVAL

This policy had minor edits, including proper pronoun use. **Motion to approve the suggested edits and revisions to 3-141 was made by S. Fairfield, seconded by M. Roubitchek, motion passed unanimously.**

E. Policy 3-145 Employee Discipline /APPROVAL

This policy now illustrates what CAPLD actually does and provides added clarity, especially by adding language about verbal warnings. **Motion to approve the suggested edits and revisions to 3-145 was made by C. Moore, seconded by S. Fairfield, motion passed unanimously.**

F. Attorney Proposal/ APPROVAL

A motion to approve Jon Ellis', CAPLD attorney, hourly rate of \$120 was made by M. Roubitchek, seconded by S. Fairfield, motion passed unanimously.

G. Trustee Job Description /APPROVAL

Motion to approve the Trustee Job Description was made by S. Fairfield, seconded by M. Roubitchek, motion passed unanimously.

H. HVAC quarterly maintenance agreement / APPROVAL

Motion made by S. Fairfield to approve E.L. Pruitt's Quarterly Maintenance Proposal of \$3,096 for the full year, which will be paid in quarterly installments, seconded by C. Moore, motion passed unanimously.

I. Closed Meeting Minutes / APPROVAL

Motion made by S. Fairfield to approve the opening of 8 closed executive session meeting minutes to the public, seconded by M. Roubitchek, motion passed unanimously.

J. Follis Property (29-07.0-382-029) /DISCUSSION

CAPLD was offered the opportunity to purchase a tract of land adjoining the library property. The CAPLD Board came to a consensus that while appreciative of the offer, the board declined the offer.

K. Other

Let the record show there was no further business to discuss under Unfinished Business.

VI. Announcements

For our next meeting, please note the meeting date change to Thursday, June 22 @ 7pm.

VII. Adjournment

Motion to adjourn the CAPLD Board meeting made by S. Fairfield, seconded by M. Roubitchek, motion passed unanimously.