

**CHATHAM AREA PUBLIC LIBRARY DISTRICT**  
**BOARD MEETING AGENDA**  
Monday, November 21, 2016 7:00 PM

**I. Board Meeting Called to Order**

Board members present: C. Moore, M. Roubitchek, C. Westerlund, D. Schumer, J. Burgdorf, S. Fairfield.

Absent: L. Ross

Let the record show Library Director Amy Byers and Administrative Assistant Sarah Enlow also in attendance.

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

No visitors/members of the public present.

**III. Approval of Minutes: October 17, 2016**

**Motion to approve meeting minutes made by S. Fairfield; 2<sup>nd</sup> by J. Burgdorf, motion carried.**

Let the minutes reflect that M. Roubitchek was acting as secretary.

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

Treasurer Schumer reported/explained information on several lines, including 528 maintenance credit. 504 high Oct/Nov paid same month. 513 & 517 short \$20 in each for the year.

**Motion to approve Treasurer's Report made by S. Fairfield; 2<sup>nd</sup> J. Burgdorf, motion carried.**

**V. Reports**

**A. Friends of the Library**

Discussion of Tea Tasting event tabled for Spring 2017. Murder Mystery play has been cast. The Friends of the Library booksale will be in January.

**B. Library Director's Report**

October was a busy month with lots of kids present for Halloween Storytime. The local history librarian, Meghan Harmon helped facilitate placement of plaque commemorating WWI hero in village square. The coffee maker in kitchen has been repaired and the sale/replacement of freezer in kitchen still to be determined. FJ Murphy has been scheduled to service sinks in staff restrooms. In personnel news, Sarah Enlow has been hired as administrative assistant.

**Motion to approve the Library Director's Report made by M. Roubitchek; 2<sup>nd</sup> D. Schumer, motion carried.**

**C. Newspaper Articles**

Please note the variety of newspaper articles.

**D. Art Committee Report**

Work by Folded Frenzies quilting group and Michael Blankenship wood turner are currently on display. Staff member memorabilia collection scheduled in early 2017 followed by Call to Entry.

**E. Tax Receipts Update**

Final CAPLD tax receipts have been received.

**F. Other**

No other reports business.

**VI. Unfinished Business**

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

**Motion to move into Executive Session 5ILCS120/2(c)(11) made at 7:15pm by D. Schumer; 2<sup>nd</sup> S. Fairfield, motion carried. Same board members and Director A. Byers and S. Enlow present.**

**Executive Session 5ILCS120/2(c)(11)**

During Executive Session, board members were given information on litigation involving De-Annexed lake-leased properties. They discussed the petitioner's response to respondents' motion to dismiss certain parties, that library attorney, Jon Ellis drafted

**Motion to reconvene Board Meeting from Executive Session at 7:25pm by S. Fairfield; 2<sup>nd</sup> D. Schumer, motion carried. Let the minutes reflect that the same board members as well as Director A. Byers and S. Enlow still present.**

**B. Other**

No other unfinished business.

**VII. New Business**

**A. Resolution 2017-1: Compliance with the government travel expense control act / APPROVAL**

**Motion to approve Resolution 2017-1 made by C. Moore, 2<sup>nd</sup> J. Burgdorf, motion carried.**

**B. Illinois State Library Per Capita Grant Application / APPROVAL**

**Illinois Stewardship Alliance meeting held here, helped create change for libraries in state.**

**Motion to approve Per Capita Application made by J. Burgdorf; 2<sup>nd</sup> S. Fairfield, motion carried.**

**C. B&B Electric parking lot lighting / APPROVAL**

**Motion to approve B&B Electric lighting repair made by S. Fairfield, 2<sup>nd</sup> by D. Schumer, motion carried.**

**D. HVAC RTU #10 repair / APPROVAL**

Director Byers has requested new HVAC service technician. E.L. Pruitt will be contacting Alpha Controls to see if service work previously done is still under warranty. Director Byers requests issue be discussed further at future board meeting.

**E. 3-105 Internet, Email, Computer and Furniture Use- Personnel Policy / APPROVAL**

**Email and furniture policies added to policy. Wording added to clarify library ownership.**

**Motion to approve 3-105 Policy by S. Fairfield, 2<sup>nd</sup> C. Moore, motion carried.**

**F. 3-110 Personnel Records Personnel Policy / APPROVAL**

**Motion to approve 3-110 Policy by S. Fairfield, 2<sup>nd</sup> D. Schumer, motion carried.**

**G. 3-120 Employment At-Will and Compensation Personnel Policy / APPROVAL**

**Motion to approve 3-120 Policy by M. Roubitchek, 2<sup>nd</sup> by D. Schumer, motion carried.**

**H. 2017 Holiday Schedule / APPROVAL**

Director Byers proposed to take Christmas Eve 2017 as holiday on Saturday, December 23<sup>rd</sup>.

**Motion to approve 2017 Holiday Schedule by J. Burgdorf, 2<sup>nd</sup> S. Fairfield, motion carried.**

**I. Library Foundation Annual Report / APPROVAL**

Foundation has had a good, busy year.

**Motion to accept Library Foundation annual report S. Fairfield, 2<sup>nd</sup> D. Schumer, motion carried.**

**J. Strategic Plan / Review**

Library has typically developed a five-year plan in past. 2017 will be planning year, board members asked to consider ideas for future plan.

**K. Main Library lighting / DISCUSSION**

Quotation from B&B Electric includes removal of ballasts due to energy consumption and cost. Their replacement with LED lights this would brighten building and act as cost-saving measure. M. Roubitchek requested library look into an Energy Audit by the State of Illinois. Director Byers will look into the RFP process for this type of work.

**L. Foundation Appointment / APPROVAL**

**Motion to approve Foundation Appointment of Chelsey Moore to Foundation by J. Burgdorf, 2<sup>nd</sup> M Roubitchek, motion carried.**

**M. Other**

No other unfinished business.

**VIII. Announcements**

A. Next Board Meeting : January 16th @ 5:30 \* note special time

B. Deadline to file petitions for the April election: December 12th - 19th 2016

C. Other

No other announcements.

**IX. Adjournment**

**Motion to adjourn at 7:55 pm by D. Schumer; 2<sup>nd</sup> S. Fairfield, motion carried.**