

CHATHAM AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING MINUTES
Thursday, June 22nd 2017 7:00 PM

- I. **Board Meeting Called to Order at 7:02 p.m. by President Westerlund.**
All library board trustees were present present—C. Moore, D. Holden, C. Jeffries, S. Fairfield, M. Roubitchek, L. Ross and C. Westerlund. Please note, Director Byers is also in attendance.
- II. **Recognition of Visitors / Public Comments**
No visitors or members of the public are present.
- III. **Officer Election - Treasurer**
President Westerlund asked for nominations for the open treasurer's seat and Trustee Jeffries offered to serve. **Motion to elect C. Jeffries to Chatham Area Public Library Board Treasurer was made by C. Moore and seconded by D. Holden. The motion carries.**
- IV. **Approval of Minutes - May 15th, 2017**
M. Roubitchek made a motion to accept the May 15th minutes as presented. S. Fairfield seconded the motion, motion passed unanimously.
- V. **Approval of Executive Session Minutes - May 15th, 2017**
S. Fairfield made a motion to accept the May 15th executive minutes as presented. C. Jeffries seconded the motion, motion passed unanimously.
- VI. **Approval of Minutes - May 17th, 2017**
S. Fairfield made a motion to accept the May 17th minutes as presented. M. Roubitchek seconded the motion, motion passed unanimously.
- VII. **Approval of Minutes - May 22nd, 2017**
C. Jeffries made a motion to accept the May 22nd minutes as presented. D. Holden seconded the motion, motion passed unanimously.
- VIII. **Approval of Executive Session Minutes - May 22nd, 2017**
C. Jeffries made a motion to accept the May 22nd executive minutes as presented. D. Holden seconded the motion, motion passed unanimously.
- IX. **Approval of Minutes - June 6th, 2017**
M. Roubitchek made a motion to accept the June 6th minutes as presented. D. Holden seconded the motion, motion passed unanimously.
- X. **Approval of Executive Session Minutes - June 6th, 2017**
C. Moore made a motion to accept the June 6th executive minutes as presented. M. Roubitchek seconded the motion, motion passed unanimously.
- XI. **Treasurer's Report / Review of Payments**
Treasurer's Report given by Director Byers: 510 Printing was high and will go over budget, but 500 gross payroll is coming in lower than expected. **S. Fairfield made a motion to accept the Treasurer's Report presented, D. Holden seconded the motion, motion passed unanimously.**

XII. Reports

A. Friends of the Library

The Friends are preparing for their Book and Bake sale on July 22nd and already prepping for their fall fundraiser: Caddystacks.

B. Library Director's Report / APPROVAL

Byers discussed issues with RTU 11, which serves the galleries. The outcome ended with Pruitt removing the humidifier for the unit. Byers explained that even without the humidifier, the room has cooled correctly. If it doesn't in the future, we could look to repair the unit. **Motion to approve Director's Report was made by S. Fairfield, seconded by M. Roubitckek, motion passed unanimously.**

C. Book Reading 2016 Report

Byers went over the 2016 Pew study on how people are reading. The study showed that the majority of people still prefer print over digital.

D. FOIA & OMA Review

Byers was on a committee for a conference for new directors. At the conference, she received information on FIOA and OMA that she wanted to share with the board.

E. Tax Receipts Update

Revenue for FY18 has begun and we will see tax revenue come in each month until November.

F. Newspaper Articles

Newspaper articles were noted

G. Art Committee Report

A full schedule of art shows are slated through March-April 2018. Currently, the RATS are on display in the library.

H. Other

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

XIII. Unfinished Business

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

Jon requested a time to meet with the City of Springfield and we have not heard back from them at this time. No action was taken.

B. Proposed Budget FY 17-18 / APPROVAL

The FY17-FY18 Budget was amended from the May meeting to reflect anticipated costs to the Special Reserve Fund. **S. Fairfield made the motion to approve the FY17-18 budget. D. Holden seconded the motion. In a roll call vote, with 7 voting aye and 0 no, the motion passed.**

C. RFP Proposal - B&B Electric / APPROVAL

The board went over the new RFP for the lighting upgrade that B&B Electric provided, but had questions. Byers will report the answers to the questions at the July meeting. No action was taken.

D. Other

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

XIV. New Business

A. Attorney Invoice for May 2017 / APPROVAL

Motion to approve attorney's invoice for May was made by M. Roubitckek and seconded by S. Fairfield. In a roll call vote, with 7 voting aye and 0 no, the motion passed.

B. Non-Resident Fee / APPROVAL

The non-resident fee for FY18 is \$160; however, there are no unserved (not paying taxes to a public library) in our geographic area. **Motion to approve the new Non-**

Resident Fee was made by C. Jeffries and seconded by S. Fairfield. The motion passed unanimously.

C. Prevailing Wage Resolution FY18 / APPROVAL

Motion to pass the FY18 prevailing wage resolution was made by S. Fairfield and seconded by C. Jeffries. The motion passed unanimously.

D. Board Meeting and Publish Dates FY18 / APPROVAL

Motion to approve board meeting dates for FY18 was made by S. Fairfield and seconded by D. Holden. The motion passed unanimously.

E. Board Representative on the Library Foundation/ APPROVAL

Dan Holden agreed to serve on the Library Foundation as a member of the Library Board. Motion to approve was made by C. Moore and seconded by C. Jeffries. The motion passed unanimously.

F. Other

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

XV. Announcements

A. Next Board Meeting – July 17, 2017

XVI. Adjournment

Motion to adjourn was made by S. Fairfield and seconded by M. Roubitchek. The motion passed unanimously.