

**Chatham Area Public Library District  
Board Meeting Minutes  
Monday, July 20, 2015**

**I. Board Meeting Called to Order, 7:00 p.m.**

Present: Eric Fitzgerald, Christine Westerlund, Susie Fairfield, James Burgdorf, Michael Rubitchek and Leslie Rios.

Also present was Amy Ihnen, Library Director and Linda Borst, Administrative Assistant.

Absent: Deborah Schumer, Treasurer.

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

Let the record reflect that there were no members of the public present.

**III. Approval of Minutes**

There were no changes to the minutes from June 15, 2015.

Motion to approve: moved by Susie Fairfield, 2<sup>nd</sup> by James Burgdorf, motion approved.

**IV. Approval of Special Meeting Minutes**

There were no changes to the Special Meeting Minutes from June 24, 2015.

Motion to approve: moved by Susie Fairfield, 2<sup>nd</sup> by Christine Westerlund, motion approved.

**V. Approval of Special Meeting Closed Session Minutes**

There were no changes to the Special Meeting Closed Session Minutes from June 24, 2015.

Motion to approve: moved by Susie Fairfield, 2<sup>nd</sup> by James Burgdorf, motion approved.

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

In the absence of Treasurer Deborah Schumer, Amy Ihnen, Director provided the Treasurer's Report. Amy presented the report for the final month of the FY 2014-2015. It was noted that Payroll was down and Health Insurance increased. Also, an increase was shown in postage and in Books/Material. The increase in Books/Materials was due to being under budgeted in error. This has been increased for FY 2015-2016. We received a \$3,000 donation for Summer Reading. Motion to approve: moved by Susie Fairfield, 2<sup>nd</sup> by Michael Roubitchek, motion approved.

**VII. Reports**

**A. Friends of the Library**

This past weekend was the Book & Bake Sale. Bake sale was well received \$500 and \$1,200 for the Book Sale. Friends will meet in August to discuss CaddyStacks event in November and Murder Mystery Play in March. Also, for discussion will be the probable need for a new caterer for Murder Mystery and ideas to increase Board membership.

**B. Library Foundation**

Received new Letterhead/envelopes with new logo.

**C. Library Director's Report**

**Building/Equipment** - We have an interested person who wants to purchase our older microfilm reader. The reader was purchased in 1997 for \$6,700 and based on research the cost would be \$200 - \$300. We are currently paying a quarterly maintenance on this

machine and another. It was suggested to provide a bill of sale to this interested party that would include the model, serial and inventory numbers and that machine would be sold as is with no return for \$300. The money received would be reinvested in the Genealogy Department.

The front door is again having issues with remaining open and per Tee Jay Doors it is sticking due to the number of times the button is being pushed. It is noted that our younger population enjoys multiple pushing of the button. We are approaching with some ideas to speak with the children/parents during story time and hand stamping opportunities. It was suggested by Board Members to incorporate some type of signage above the button. Amy will look into some type of energy related signage.

**Cataloging** – we have been doing some extensive weeding with regard to reference materials such as Hobbies, crafts, pets etc... and will be moving toward legal types of books next.

**Personnel/Other** – We have hired 2 individuals: Jennifer Schesvold for evening shift in the Computer Lab and Marlee Klopfer for front circulation. We still have one opening for Computer Lab day shift to fill at this time. Louisa Boshardy, our technical services clerk has decided to become a substitute for the department. At this time we are looking at the department's needs and will make a determination at a future date.

Motion to approve: moved by Christine Westerlund, 2<sup>nd</sup> by Susie Fairfield, motion approved.

**D. Summer Reading Statistics**

Summer Reading increased 16.3% over last year to date. 2014 we had 737 registered and in 2015 we had 857 registered. Also, increased was the number of prizes awarded 1181 in 2014 and to date 1332 in 2015. The Super Reader Signs have been very popular and prominent in the yards around town. We will survey the parents at the end of the program. At this time we will be evaluating the need for a second session.

**E. Map of District 2015**

Copies of the most recent district map were shared with Board Members and discussion about the various areas. The topic of Hunter Lake was brought up and Amy will gather information that we have about the Lake and the effect on our Library District.

**F. Newspaper Articles**

Several newspaper articles from the Chatham Clarion and the State Journal Register were shared. Included were: Digital Bookmobile, History Forum, Photography Contest, Sweet Corn Book & Bake Sale and Chatham Flashback.

**G. Art Committee Report**

Currently on display is our Photography Contest to be followed by the Sangamon Valley Woodcarvers, The Pharmacy Gallery & Art Space and ending the year with Hillary Werth Art. The Art Committee will be meeting soon to discuss plans for 2016 Art Shows.

**H. Tax Receipts Update**

The July Tax Receipts were provided for the Board to Review.

**I. Other**

Let the record show there was no business under the topic of other.

**VIII. Unfinished Business**

**A. Other**

Let the record show there was no Unfinished Business.

**IX. New Business**

**A. FY 16 Tentative Combined Annual Budget & Appropriation Ordinance N. 2016-1/  
APPROVAL**

Motion to approve: moved by Christine Westerlund, 2<sup>nd</sup> by Susie Fairfield, motion approved.  
Roll call vote was then taken and all Board Members present signified by Aye vote.  
Approved.

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

Motion to approve: moved by Christine Westerlund, 2<sup>nd</sup> by Michael Rubitchek, motion approved.  
Roll call vote was then taken and all Board Members present signified by Aye vote.  
Approved.

**C. Laminator/Approval**

The laminator that was purchased in May 1993 has stopped operation. Two new laminators were proposed for purchase: Presentations Direct \$2,395 and Amazon \$1887.74. The previous laminator was obtained from Presentations Direct and we have had a successful business relationship with them compared to Amazon which is less expensive but comes with no maintenance agreement or support.

Motion to approve purchase of laminator from Presentations Direct: moved by Susie Fairfield, 2<sup>nd</sup> by Christine Westerlund, motion approved.

**D. Building Walk-Through**

The Building Walk-Through to be conducted after adjournment of the Board Meeting.

**X. Announcements**

**A. Next Board Meeting: August 17, 2015 at 7:00 p.m.**

**XI. Adjournment**

Motion to adjourn: moved by Susie Fairfield, 2<sup>nd</sup> by James Burgdorf, motion approved.