

**CHATHAM AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING**

Monday September 26th 2016 7:00 PM

1. Public hearing on Combined Annual Budget and Appropriation Ordinance No. 2017-2 called to order
C. Moore, M. Roubitchek, C. Westerlund, S. Fairfield, J. Burgdorf, D. Schumer, L. Rios present. All board members present. Please note, Director Byers is also in attendance.
2. Public Comments – Please note that no members of the public were present
3. Public Hearing Adjourned
Motion to conclude the public hearing on the Combined Annual Budget and Appropriation Ordinance No. 2017-2 made by S. Fairfield, 2nd D. Schumer, motion approved.
 - I. Board Meeting Called to Order – All of the board members and Director Byers are still in attendance.
 - II. Recognition of Visitors / Public Comments
No visitors or public comments were given
 - III. Approval of Minutes
No changes to the August 2016 minutes. Motion to approve the August 2016 minutes made by S. Fairfield, 2nd, D. Schumer, motion approved.

Approval of Special Meeting Minutes
No changes to the Special Meeting Minutes were made. A motion to accept the special meeting minutes was made by M. Roubitchek, 2nd, C. Moore, motion approved.
 - IV. Treasurer’s Report / Review of Payments
The CAPLD budget is balanced. Small things of note:
Line 521 Programming: this reflects a reimbursement for craft supplies
Line 518 Furniture: the figure looks large because CAPLD purchased the booths
Motion to approve the Treasurer’s Report made by M. Roubitchek, 2nd, J. Burgdorf, motion approved.
 - V. Reports
 - A. Friends of the Library
The Friends are currently discussing whether or not the Caddystacks event (mini golf in the library) will occur this November. The Friends have had some membership changes, which have impeded the planning of this event.

The Friends recently underwent their 3 month evaluation with the Bookstore Coordinator.
 - B. Library Director’s Report
CAPLD had another good month. Our statistics for average circulation per day; average patron count per day; and days open were all increased from the same time last year. Alpha Controls is gearing up to start to transfer the HVAC software for the upgrade. The CAPLD will not need to hold a Truth in Taxation hearing this year because we are under the 5% triggering percentage (we are at 4.7%) for a hearing. In personnel, CAPLD currently has vacancies for the positions of computer lab assistant and an administrative

assistant. Nick Shelton, former evening computer lab assistant will now serve a substitute when the library needs him. Lastly, Director Amy Byers was elected the President of the Chatham Area Chamber in August.

C. Newspaper Articles

CAPLD was well-represented in a variety of newspaper articles over the past month.

D. Art Committee Report

Currently, there is a photography show up in the library for approximately another month. The next two exhibits will be the quilters and then a wood turner. These shows bring us through fall and the committee is looking on into spring. Linda Borst, while no longer an employee of CAPLD, has expressed interest in staying involved in this committee as it is a personal passion of hers.

E. Tax Receipts Update - President Westerlund noted that the property tax payments to the library was on schedule.

F. Other - No other business was discussed.

VI. Unfinished Business

G. Other - No other business was discussed.

VII. New Business

A. Combined Annual Budget and Appropriation Ordinance No. 2017-2 / APPROVAL

Motion to approve the Combined Annual Budget Appropriation Ordinance No. 2017-2 made by S. Fairfield, 2nd, C. Moore, motion approved. Additionally, a voice vote by all board members was taken and all voted unanimously to approve the ordinance.

B. Estimate of Revenues By Source / APPROVAL

Motion to approve the Estimate of Revenues by Source made by M. Roubitchek, 2nd, S. Fairfield. Additionally, a voice vote by all board members was taken and all voted unanimously to approve.

C. Statement of Receipts and Disbursements FY16 / APPROVAL

Motion to approve the Statement of Receipts and Disbursements FY16 made by S. Fairfield, 2nd, D. Schumer, motion approved. Additionally, a voice vote by all board members was taken and all voted unanimously to approve.

D. Parking Lot/Tree Committee / APPOINTMENT

A decision to form a committee to discuss the shared parking lot (between the library and the church) and trees is necessary. The Construction & Maintenance agreement on file is old. The purpose of the committee is to hammer out a new, updated agreement to figure out how to handle parking lot issues, the trees, tree maintenance, and tree removal (when necessary). The goal is to form a library committee as well as a joint committee. The Board appointed S. Fairfield as interim Chair of the Parking Lot/Tree Committee. Motion made by C. Moore, 2nd, M. Roubitchek. Additionally, J. Burgdorf and C. Westerlund offered to provide input and feedback when needed.

E. Health Insurance Renewal Update

The library's current plan with BlueCross is set to significantly raise our rates by approximately \$14,000 per year. Currently 7 CAPLD employees take the insurance plan. A less expensive plan has been found through BlueCross. Changes to the current plan versus the proposed plan include: loss of the "grandmother" clause; 80% coverage vs. 90% coverage; \$3000 out-of-pocket (but this would include co-pays). Director Byers budgeted insurance at a cost of \$64,770. The proposed plan would cost \$56,652.88 (this number reflects the loss of one employee and taking the less expensive plan.

The Board is leaning in favor of the new, proposed plan, but would like to look at a cost differential. Director Byers agreed to get this out as soon as possible. The board will have a special meeting on Tuesday, October 4 at 6pm to come to a resolution regarding health insurance.

F. De-Annexed Properties Discussion

The board has heard no response yet from the City of Springfield, but they have until October 1 to respond. If Amy hears nothing by Monday, then it is recommended that she call the Library's attorney to see if there has been any movement.

The board decided it would also add the De-Annexed Properties discussion to the Special Board Meeting on Monday in order to decide what our next step is based on whether we get any feedback or not.

Additionally, we decided to give those residents who are going to Springfield in January a two month grace period to get their public library card switched to Springfield.

H. Other - No other business was discussed.

VIII. Announcements

A. Next Board Meeting: October 17th, 2016

B. Library Foundation Meeting - September 29th 2016 at 7:00 PM

C. Special Board Meeting: October 1, 2016 to discuss health insurance and de-annexation next steps.

IX. Adjournment

Motion made by D. Schumer, 2nd, S. Fairfield, motion approved.