

CHATHAM AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING MINUTES
Monday, February 20th, 2022 7:00 PM

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

Board President M. Roubitchek called the meeting to order at 7:00 p.m. The following Board Members were present D. Holden, J. Moore, J. Vaughn, C. Westerlund, V. Ross, L. Ross. Director Byers was also present.

II. Recognition of Visitors / Public Comments

Diane Roberts member of the community and a write in candidate for the board was present for the meeting.

III. Approval of the Minutes

A motion to approve the minutes from the January 16th, 2023 board meeting was made by D. Holden and seconded by J. Vaughn. The motion was approved.

IV. Treasurer's Reports / Review of Payments

Board Treasurer V. Ross review the reports and payments for the month of January.

A motion to approve the Treasurer's Reports / Review of Payments was made by J. Vaughn and seconded by C. Westerlund. The motion was approved.

V. Reports

A. Library Director's Report/APPROVAL

- Quiet winter weather wise.
- Looking for a new health insurance. Health Alliance is a possibility that will save us about \$14k, and allow staff to use Springfield Clinic.
- Pension plan as well being worked on. Looking to get a plan that allows both employer and employees to contribute.
- Thanks for everyone that attended the ribbon cutting for the story walk. Looking forward to doing more out there.
- Homeland Security is going to come out and do a security assessment of our space at no cost.
- We are looking to hire a full-time business manager to help assist the director.

A motion to approve the Library Director's Report was made by V. Ross and seconded by D. Holden. The motion was approved.

1. Illinois Law updates

- a. P.A. 102-1088 Decennial Committees on Local Government Efficiency Act
- b. 2023 ILA Illinois Legislative Agenda

FYI – Please review updates that are coming. Director Byers will update when she has more clarification.

B. Annual Financial Information Disclosure

Director Byers as the board to review the Annual Financial Information Disclosure and stated that going forward there will be a cost to have this report prepared.

C. Newspaper Articles

Please see board packet for all of the different library mentions in the newspaper articles over the past month.

D. Friends of the Library Update

- The Café Bookstore has increased their hours, and are now open every morning.
- Murder Mystery practices are going well, with over 50 people that have bought tickets.

E. Library Foundation Report

The Foundation will meet on February 21st to discuss different fundraising levels for the new project “The Backyard at the Library”.

F. Art Committee Update

- The Prairie Pastel Society had their reception at the end of January. Their pieces will be on display until April 1st.
- Also, on display is the Pinewood Derby from students at Glenwood Middle School.

G. Continuing Education: First Amendment Audits

Director Byers explained what First Amendment Audits are.

H. Library Director Evaluation Committee/ UPDATE

Board President M. Roubitchek met with committee members C. Westerlund and L. Ross to discuss the Library Director’s Evaluation, and explained the next steps in the process.

I. Other

There was no other business to discuss.

VI. Unfinished Business

A. Other

There was no other unfinished business to discuss

VII. New Business

A. Succession Plan / DISCUSSION

Director Byers presented a plan for the future. An approval will be made at the next meeting.

B. Library Director’s Job Description / DISCUSSION

Board President M. Roubitchek asked the board to review the Library Director’s Job Description.

C. Policy Review:

1. 2-10 Budget
2. 2-20 Fund Balance
3. 2-30 Payment and Banking Procedures

D. Other

There was no other business to discuss.

VIII. Announcements

A. Next Board Meeting: March 20th at 7 p.m.

B. Buy your tickets now: Friends' Murder Mystery Fundraiser: March 10th and 11th

C. ILA District Legislative Meet-ups, February 22nd and 27th

<https://www.ila.org/events/meet-up-in-your-district-in-three-steps>

D. Upcoming ILA Trustee Spring Workshops: <https://www.ila.org/news/3550/library-trustee-forum-spring-workshops>

IX. Adjournment

A motion to adjourn the meeting was made by D. Holden and seconded by C. Westerlund. The motion was approved. The meeting was adjourned at 7:35 pm