

**CHATHAM AREA PUBLIC LIBRARY DISTRICT**  
**BOARD MEETING AGENDA**  
Monday, May 16, 2022 6:00 PM

\*Please note the new start time

**I. Board Meeting Called to Order**

Board President M. Roubitchek called the meeting to order at 6:01 p.m. The following board members were present: C. Westerlund, J. Moore, V. Ross, and L. Ross. Board member Dan Holden was absent.

Director Byers was also present.

**II. Trustee Candidate Interviews**

**Executive Session 5ILCS120/2(c)(3)**

**A motion to move into Executive Session was made by C. Westerlund and seconded by J. Moore by citing 5ILCS120/2(c)(3). The motion was approved.**

The Board went into executive session to interview the following applicants Joe Schatteman, Kristi Lear, Allie Lewis, Greg Turk, and Craig McFarland.

**A motion to adjourn the executive session was made by C. Westerlund and seconded by J. Moore. The motion was approved.**

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

No visitors or members of the public present

**IV. Approval of Minutes from April 18<sup>th</sup>, 2022:**

A. *Board of Trustees Meeting*: A motion to approve the April 18, 2022 meeting minutes was made by L. Ross and seconded by V. Ross. The motion was approved.

B. *Executive Session Minutes from Board of Trustees Meeting* – A motion to approve the Executive Session Minutes from Board of Trustees Meeting was made by C. Westerlund and seconded by L. Ross. The motion was approved.

C. *Director Evaluation Committee Meeting* – A motion to approve the Director Evaluation Committee Meeting was made by V. Ross and seconded by C. Westerlund. The motion was approved.

**V. Treasurer's Reports / Review of Payments**

Director Byers reviewed the financial report for April.

**A motion to approve the Treasurer's Report / Review of Payments was made by V. Ross and seconded by J. Moore. The motion was approved.**

## **VI. Reports**

### **A. Library Director's Report / APPROVAL**

- Lazerware came in two weeks ago and cleared out a lot of old equipment
- Foundation project has been approved
- Friends have added two more days to be open in June
- Art show is doing really well, and an art reception is planned for June 3<sup>rd</sup>.
- Joyce Evans has announced that she will be retiring after 25 years

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

### **B. Building Leak Repair / UPDATE**

Director Byers gave an update on the leak investigation that occurred this month. The architect will write up their findings to see what next steps will be.

### **C. Lazerware Computer Migration / UPDATE**

Director Byers reviewed the Lazerware Bid and information packet with the board. She explained the savings that will be seen in FY22 and FY23.

### **D. Newspaper Articles**

Please see the board packet for all of the news articles published during April 2022.

### **E. Other**

There was no other business to discuss

## **VII. Unfinished Business**

### **A. Vacant Library Board Trustee Position / APPROVAL**

**Executive Session 5ILCS120/2(c)(3)**

**A motion to move into Executive Session was made by J. Moore and seconded by C. Westerlund by citing 5ILCS120/2(c)(3) at 7:32 p.m. The motion was approved.**

The Board went into executive session to interview one more applicant, Jenny Vaughn, for the vacant board position. The board conducted a discussion/review of all applicants for the vacant board position.

**A motion to adjourn the executive session was made by C. Westerlund and seconded by J. Moore at 8:05 p.m. The motion was approved.**

**A motion to appoint Jenny Vaughn to the vacant board position was made by C. Westerlund and seconded by V. Ross. A roll call vote was conducted and the motion was approved.**

### **B. Other**

There was no other business to discuss

## **VIII. New Business**

### **A. Proposed Budget FY 22-23 / REVIEW**

Director Byers presented the working budget for review. This document will be slated for approval at the June meeting, in preparation for the new fiscal year.

### **B. Ordinance 2022-4: Authorizing the Purchase of Data Processing Equipment and the Use of Funds from the Special Reserve Fund/ APPROVAL**

**A motion to approve Ordinance 2022-4: Authorizing the Purchase of Data Processing Equipment and the Use of Funds from the Special Reserve Fund was made by L. Ross and seconded by J. Moore. A roll call vote was conducted and the motion was approved.**

### **C. Lazerware Patron/Staff Computer Purchase /APPROVAL**

**A motion to approve the Lazerware Patron/Staff Computer Purchase was made by J. Moore and seconded by C. Westerlund approved. A roll call voted was conducted the motion was approved.**

### **D. FY23 Health Insurance Proposals/ APPROVAL**

Director Byers reviewed the Health Insurance Proposals. BCBS will be the insurance plan for FY23.

**A motion to approve the FY23 Health Insurance Proposals was made by C. Westerlund and seconded by J. Moore. The motion was approved.**

### **E. FY23 General Insurance Proposals /APPROVAL**

Director Byers reviewed the General Insurance Proposals. Utica National CKIG has been chosen for FY23.

**A motion to approve FY23 General Insurance Proposals was made by J. Moore and seconded by V. Ross. The motion was approved.**

### **F. FY23 Non-Resident Fee / APPROVAL**

A motion to approve the FY23 Non-Resident Fee was made by V. Ross and seconded by J. Moore. The motion was approved.

### **G. FY23 Meeting Dates / APPROVAL**

**A motion to approve the FY23 Meeting Dates was made by J. Moore and seconded by V. Ross. The motion was approved.**

### **H. Other**

There was no other business to discuss

## **IX. Announcements**

A. Next Board Meeting: June 20<sup>th</sup> at 7 p.m.

## **X. Adjournment**

**A motion to adjourn the meeting was made by V. Ross and seconded by J. Moore. The motion was approved. The meeting was adjourned at 8:40 p.m.**