

CHATHAM AREA PUBLIC LIBRARY DISTRICT

BOARD MEETING MINUTES

Monday July 19th 2021 7:00 PM

I. **Board Meeting Called to Order**

Board President M. Roubitchek called the meeting to order at 7:01 p.m.

The following Board of Trustees were present: J. Moore, C. Westerlund, V. Ross, M. Roubitchek, L. Ross, D. Holden, and E. Bolinger

Director Byers was also present.

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

No visitors or members of the public present

III. **Regular Meeting Minutes: June 21st 2021 / APPROVAL**

A motion to approve the meeting minutes from the June 21, 2021 meeting was made by D. Holden and seconded by L. Ross. The motion was approved.

IV. **Treasurer's Report / Review of Payments / APPROVAL**

E. Bolinger reviewed the June 2021 financials, and noted that we received \$1,300 in income, and expenses were \$127,000. June expenses were higher than normal due to building upgrades and repairs.

A motion to approved the Treasurer Reports / Review of Payments was made by J. Moore, and seconded by D. Holden. The motion was approved.

V. **Reports**

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

Circulation is starting to come back. Patron count has increased, along with card renewals. June was a busy and good month. After the building upgrades, the building alarms went off. This was not due to the recent upgrades. The sensors needed to be replaced and have been as of today.

The Friends had their third donation drop off day, and a book sale is coming up on July 24. They will continue to have more donation drop off days. They have also started offering drinks and a small amount of snacks. Overall, it is going really well.

Director Byers met with Sugar Creek Church. The meeting went well, and it was decided that we would have a food pantry here at the library. The church will maintain the structure and make sure keep it well stocked.

Director Byers also mentioned that our per capita grant that we have receive has increased this year.

A motion to approve the Director's Report was made by D. Holden and seconded by C. Westerlund. The motion was approved.

B. **ARPA Funding Opportunities**

Director Byers was briefed on these opportunities. All grants will need to be turned in by August 15. Staff is in the process of brainstorming ideas. Some suggestion and thoughts are helping patrons with job skills and training, purchasing lap tops for circulation purposes, having air ducts cleaned and possibly buying new children's furniture. They are very strict about how the money is to be spent. If needed we can look into applying for more grant money.

C. **District Boundaries Map 2021**

Director Byers provided a district boundaries map. The map has been updated showing that

the Village has expanded and the lake looks a little different due to previous annexation.

D. Tax Receipts Update

We received our third installment. We will remove City of Springfield, because we won't be receiving money any longer from the city.

E. Foundation Patio Update

Director Byers shared a blue print that Massie & Massie has created for the south lawn. The Site Improvement Plan drawings will be shown to the foundation board before moving forward.

F. Other

None

VI. Unfinished Business

A. Library Reopening Plan /DISCUSSION

This is the last meeting that Director Byers will provide a Reopening Plan.

B. Other

None

VII. New Business

A. FY21 Tentative Combined Annual Budget & Appropriation Ordinance No. 2022-1/ APPROVAL

Director Byers spoke with our attorney, and was asked how much we would like to levy next year. The Board to Trustees discussed the suggested percentages.

A motion to approve the FY21 Tentative Combined Annual Budget & Appropriation Ordinance No. 2022-1 was made by D. Holden and seconded by C. Westerlund. The motion was approved.

B. Closed Meeting Minutes Review / APPROVAL

Executive Session (5 ILCS 120/2.06) (If deemed necessary)

A motion to approve the Closed Meeting Minutes Review was made by E. Bolinger and seconded by D. Holden. The motion was approved.

C. 5-30 Meeting Room Policy/ APPROVAL

The policy was reorganized to make it more clear, especially on who can and can not use the room. In previous policy if room request was denied there was no appeal process, now the policy has one. The policy also includes the standard room setup, as well as, pricing for For Profit and Non Profit Organizations.

A motion to approve 5-30 Meeting Room Policy was made by D. Holden and seconded by V. Ross. The motion was approved.

D. Other

None

VIII. Announcements

A. Next Board Meeting: August 16th, 2021

B. Congratulations to Christine Westerlund for being selected as the 2021 Illinois Library Association's Trustee of the Year!

IX. Adjournment

A motion to adjourn the meeting was made by V. Ross and seconded by D. Holden. The motion was approved and the meeting adjourned at 7:46 p.m.