

CHATHAM AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING MINUTES
Monday, September 20th 2021 7:00 PM

1. Public hearing on Combined Annual Budget and Appropriation Ordinance No. 2022-2 called to order

Called to order at 7:00 p.m. by Board President M. Roubitchek

2. Public Comments

None

3. Public Hearing Adjourned

Adjourned at 7:01 p.m.

I. Board Meeting Called to Order

Board President M. Roubitchek called the meeting to order at 7:02 p.m. The following board members were present: C. Westerlund, D. Holden, L. Ross, V. Ross, J. Moore, and E. Bolinger

II. Recognition of Visitors / Public Comments

None

III. Approval of Minutes

A motion to approve the minutes from the August 16, 2021 board meeting was made by E. Bolinger and seconded by J. Moore. The motion was approved.

IV. Treasurer's Report / Review of Payments

Board Treasurer E. Bolinger reviewed the financial reports. He noted that the expenses were due to building repairs and alarm issues.

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

V. Reports

A. Library Director's Report / APPROVAL

- Director Byers discussed that August was a good month. Library cards (new and renewal) are still high, circulation numbers are good, and that our patron count is still down but we are building back up.
- Our meeting and study room software is live and the new system is working well.
- We received new insurance rates from BC/BS, which have been reduced by \$12 per employee, per month. Will work with C. Hunt to request bids from other insurance companies, especially due to the concerns regarding in-network care at Springfield Clinic.
- Two employees have recently resigned. One Adult Services Assistant and Front Circulation Assistant. Interviews for replacements are ongoing.
- Director Byers also noted that she has spoken to our attorney regarding the ongoing building leaks and repairs. Discussion on this topic occurred. Several board members gave suggestions for Director Byers to research as this process continues.

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

B. Newspaper Articles/Communications Report

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

C. Tax Receipts Update

We received tax receipts for August 2021.

D. Foundation Patio Project Update

Small group of foundations members met to and requested a better design for the potential foundation patio (See board packet for updated design). The Board has not met to determine what the next steps will be for this project.

E. Other

None

VI. Unfinished Business

A. Pandemic Response / DISCUSSION

We recently sent out our library newsletter with upcoming events. Due to the ongoing pandemic, we are modifying some of those events to be compliant with currently social distancing requirements.

B. Other

None

VII. New Business

A. Combined Annual Budget and Appropriation Ordinance No. 2022-2 / APPROVAL
A motion to approve the Combined Annual Budget and Appropriation Ordinance No. 2022-2 was made by D. Holden and seconded by V. Ross. A roll call vote was conducted, with all members voting in the affirmative. The motion was approved.

B. Estimate of Revenues by Source / APPROVAL

A motion to approve the Estimate of Revenues by Source was made by C. Westerlund and seconded by J. Moore. A roll vote was conducted, with all members voting in the affirmative. The motion was approved.

C. HVAC Repairs RTU 2, 4, 7, 9 and 10 /APPROVAL

A motion to approve HVAC Repairs RTU 2, 4, 7, 9 and 10 was made by J. Moore and seconded by V. Ross. The motion was approved.

D. Policy 3-125 Whistleblower Protection / APPROVAL

A motion to approve Policy 3-125 Whistleblower Protection was made by C. Westerlund and seconded by E. Bolinger. The motion was approved.

E. Mission and Vision Statements / REVIEW

The Board reviewed the Mission and Vision Statements that the Strategic Planning Committee created. Board member C. Westerlund said that both hit the mark. It is brief and memorable and focuses on the library community. The Mission and Vision Statements will be placed on the October Board meeting agenda for approval.

F. 2022-2024 Strategic Plan /REVIEW

The Board reviewed the 2022-2024 Strategic Plan. Director Byers noted how the strategic planning committee referenced the Effingham Public Library's Strategic Plan. The committee came up with the basic core ideas of

- Welcome
- Connect
- Communicate
- Educate

This will be the focus and goals for the first year. After the first year, the goals will be reviewed, and determine what the following years goals will be. The 2022-2024 Strategic Plan will be placed on the October Board meeting agenda for approval.

G. Levy & Assessment of Taxes Ordinance No. 2022-3 / REVIEW

The Board reviewed Ordinance No. 2022.3 – the ordinance will be placed on the October Board meeting agenda for approval.

H. Per Capita Requirements: Serving our Public 4.0 / REVIEW

- Chapter 1: Core Standards
- Chapter 2: Governance and Administration
- Chapter 3: Personnel
- Chapter 4: Access
- Chapter 5: Building Infrastructure and Maintenance
- Chapter 6: Safety
- Chapter 7: Collection Management

Board members were reminded to review the Per Capita Requirements.

I. Library Tour

Director Byers conducted a tour of the library after the meeting adjourned. The tour highlighted the layout of the library and areas requiring maintenance.

J. Other

None

VIII. Announcements

- Next Board Meeting: October 18th, 2021

IX. Adjournment

A motion to adjourn the meeting was made by D. Holden and seconded by J. Moore. The motion was approved. The meeting adjourned at 7:46 pm.