

**CHATHAM AREA PUBLIC LIBRARY DISTRICT**  
**BOARD MEETING MINUTES**  
Monday, June 21<sup>st</sup>, 2021 7:00 PM

Board Meeting will be held in the Library Conference Room

**I. Board Meeting Called to Order**

Board President M. Roubitchek called the meeting to order at 7:03.

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

Director Byers was also present.

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

No visitors or members of the public present

**III. Approval of Minutes**

**A motion to approve the meeting minutes from May 17, 2021 meeting was made by E. Bolinger and seconded by L. Ross. The motion was approved.**

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

E. Bolinger reviewed the May 2021 financials and noted that we received \$539.62 in income, and expenses were \$89.000. He mentioned that stickers and helmets had been ordered for the book bike.

**A motion to approve the Treasurer Reports / Review of payments was made by C. Westerlund, and seconded by J. Moore. The motion was approved.**

**V. Reports**

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

The TBS print management system is up and live, and it allows patrons the option to print at home and come to the library to pick up their documents. The fire security panel has been updated and is working well. All staff members have their own code to arm/disarm the building. We purchased new meeting room software, and staff is excited to get that up and running.

Friends of Library Donation day was very successful. They received good quality books and it was very organized. The next book donation drop off day is scheduled for June 26<sup>th</sup>. The Friends of the Library, also met to determine the next steps for the board. Julie Kaiser has offered to be the new chair.

Foundation met with Massie and Massie Architects to discuss options for the outdoor patio space on the South lawn. The preliminary design is really nice.

Personnel – Going to start 1-1's beginning in July. This something that we had done in the past, and wanted to start again. Also, for the next newsletter we are looking at options to print it in color.

Sugar Creek Church would like to put a small food pantry here at the library. Director Byers is making sure we aren't stepping on any toes with the food

pantry, etc. Also, need to respect the privacy of community members. There is a follow up meeting scheduled for next month.

**B. Newspaper and Online Communications Report**

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

**C. Other**

None

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

**VI. Unfinished Business**

**A. Library Reopening Plan /APPROVAL**

We are currently in Stage 5, all restrictions have been lifted.

Conference room will be open to the public, and the library will be open until 8 p.m. We will continue to add to the Children's area and programming.

**A motion to approve the Library Reopening plan was made by C.**

**Westerlund, and seconded by D. Holden. The motion was approved.**

**B. Proposed Budget FY 21-22 / APPROVAL**

M. Roubitchek highlighted Appendix H. Minimum wage increase January 1<sup>st</sup>, 2022. We may need to address the increases in future years especially when the budget is tighter. It was brought to the board's attention the current issue Blue Cross Blue Shield and Springfield Clinic possibly being out of network. This will be kept in mind prior to November if the conflict hasn't been resolved between the organizations.

**A motion to approve the Proposed Budget FY21-22 was made by D. Holden, and seconded by E. Bolinger. The motion was approved.**

**C. Other**

None

**VII. New Business**

**A. 4-85 Reference Services Policy /APPROVAL**

Updates were made to the policy to explain what Reference services is and is not. It clarifies what they are allowed to do and not to do. It is a pretty standard policy.

**A motion to approve 4-85 Reference Services plan was made by C.**

**Westerlund and seconded by D. Holden. The motion was approved.**

**B. Other**

None

**VIII. Announcements**

A. Next Board Meeting – July 19, 2021

**IX. Adjournment**

**A motion to adjourn the meeting was made by D. Holden and seconded by E. Bolinger. The motion was approved, and the meeting adjourned at 7:31 p.m.**