

CHATHAM AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING MINUTES
Monday August 16th 2021 7:00 PM

I. Board Meeting Called to Order

Board Vice President C. Westerlund called the meeting to order at 7:01 p.m.

Board Members Present: J. Moore, C. Westerlund, V. Ross, L. Ross. Director Byers was also present.

Board Members Absent: M. Roubitchek, D. Holden, E. Bolinger

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 July 19, 2021 meeting was made by J. Moore, and seconded L. Ross. The motion was approved.

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

Director Byers reviewed the July financials, and noted that a lot of our databases are paid in the beginning of the new fiscal year, along with our general insurance.

A motion to approve the Treasurer Reports / Review of Payments was made by V. Ross, and seconded by L. Ross seconded. The motion was approved

V. Reports

A. Library Director's Report / APPROVAL

- Circulation numbers for 2021 are very comparable to 2019. We have quite a few patrons renewing their library cards. These are all good signs of growth and that things are starting to pick up and come back after the past year.
- St. Joe's is currently in the process of getting bids for parking lot repair. A special meeting might be needed to approve bids in order to complete the work.
- The Friends of the Library continue to be doing many great things. They had a successful book sale in July. Julie Kaiser is the new chair, and Barb Germann has agreed to become the Treasurer.
- We have hired two new employees, one will be a Library Page and the other will be an Adult Services Assistant.
- The newsletter has been full redesigned, and is full color. It will be sent to District residents' homes in the next few weeks.
- Primary focus was working on the Illinois State Library Grants. Two grants that focus on workforce devilmment and building back after the pandemic were submitted.

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

B. Communications Report and Newspaper Articles

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

C. Tax Receipts Update

A disbursement was received in July 2021.

D. Other

None

VI. Unfinished Business

A. Pandemic Response / DISCUSSION

We will continue to keep this topic on our agenda due to the changes in the pandemic response. We will continue to do our best with programming, etc. based on the changes, but there is a chance things might need to be cancelled.

B. Other

None

VII. New Business

A. Special Reserve Fund Transfer / APPROVAL

The Board reviewed the request to transfer unexpended funds from FY21 (\$75,743) to the Library District's Special Reserve Building and Equipment Fund.

A motion to approve the transfer of unexpended funds from FY21 (\$75,743) to the Library District's Special Reserve Building and Equipment Fund was made by V. Ross and seconded by J. Moore. The motion was approved.

B. Illinois Public Library Annual Report (IPLAR) / APPROVAL

The Board reviewed and discussed the IPLAR report.

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

C. Combined Annual Budget and Appropriation Ordinance No. 2022-2 / REVIEW

The board reviewed the Combined Annual Budget and Appropriation Ordinance No. 2022-2.

D. Estimate of Revenues by Source / REVIEW

The Board reviewed the Estimate of Revenues by Source document.

E. Check Signing Protocols / DISCUSSION

A discussion was had regarding responsibilities of board members and signing our bi-weekly checks.

F. Tour of the Library

The tour of library will be rescheduled.

G. Other

VIII. Announcements

A. Next Board Meeting and Budget Hearing: September 20th 2021

IX. Adjournment

A motion to adjourn the meeting was made by V. Ross and seconded by J. Moore. The motion was approved. The meeting adjourned at 7:25 p.m.