

# CHATHAM AREA PUBLIC LIBRARY DISTRICT

## BOARD MEETING MINUTES

Monday, January 21, 2019 5:30 PM

### **I. Board Meeting Called to Order**

C. Westerlund called the meeting to order at 5:30 PM. The following Board members were in attendance: M. Roubitchek, D. Holden, S. Fairfield, N. Kirk, C. Moore, and L. Ross.

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

No public comments.

### **III. Approval of Meeting Minutes**

**A motion to approve the November 2018 Board meeting minutes, with no addition or changes, was made by S. Fairfield; seconded by D. Holden. The motion passed unanimously.**

### **IV. Treasurer's Reports – November 2018/December 2018/Review of Payments**

Board Treasurer Nela Kirk provided an overview of recent expenditures: audit payments, annual license fees, purchase of two new laptops and tree removal.

**A motion to approve the Treasurer's Report and review of payments was made by M. Roubitchek; the motion was seconded by S. Fairfield. The motion passed unanimously.**

### **V. Reports**

#### **A. Friends of the Library**

The date for the annual Winter Book and Bake Sale was changed from January 19, 2019 to January 26, 2019 due to forecasted inclement weather. Reservations and payments for the upcoming Murder Mystery Dinner are being accepted online, via mail and in person.

#### **B. Library Director's Report**

Director Byers noted the completion of the new website project – it appears to be working well. Director Byers provided an overview of the meeting room and study room usage report. The library recently purchased Niche Academy software – designed to develop and maintain up-to-date tutorials for different technologies that are used by patrons. Additionally, Niche Academy has a portal for staff training – train staff on how to teach patrons to use various technologies as well as provide a means to place important library policies/procedures in an easily accessible and dedicated location.

Director Byers provided an update on recent/upcoming personnel changes: Emily Shelton was hired for one of the Youth Services Assistant positions; the plan is to fill the additional Youth Services Assistant position after the 2019 Summer Reading Program has ended. Karen High, Technical Services Assistant, is leaving at the end of January. Computer Lab Assistant Janasha Prabhu, began employment in late October 2018 and departed on January 11, 2019; Liz Zweigart was hired to fill the vacant Computer Lab Assistant position. Circulation Assistant Jim Hafley will be leaving early April 2019. There is a strong potential for two other circulation assistants to leave by May 2019. Director Byers will be meeting with key staff to discuss the possible restructuring of the Circulation Department; discussion will focus on full-time vs. part-time positions or a mix of both in the Circulation Department.

Board President Westerlund stated it may be best to hire a full-time circulation assistant; preferably a person who has a MLS degree, if possible. Consensus of board members is to hire two full-time positions; however, additional information needs to be gathered before a final decision will be made. Director Byers will check with similar-size libraries on the structure of their circulation departments, gather information on revenue forecasts for the upcoming fiscal year and provide this information to the Board for review.

**A motion to approve the Library Director's report was made by D. Holden; motion was seconded by M. Roubitckek. The motion passed unanimously.**

### **C. Library Policy Update**

Director Byers noted that a preliminary review and comparison of the Governance section of the CAPLD Policy Manual and the Library Bylaws has been conducted. As a result of the review, a determination needs to be made if the few remaining policies in the Governance section should remain in that section or be placed elsewhere. Additionally, the review was the impetus for considering the need to restructure the current CAPLD policy manual. Director Byers is currently reviewing the Mahomet Public Library's policy manual and determining if the template will be used as a starting point for the restructuring of the CAPLD policy manual. Director Byers noted the restructuring of the manual will require additional time and does not fit with the timeframe of the policy manual review schedule discussed at the November 2018 meeting. Director Byers will continue to provide updates to the Board on the status of the policy manual revision

### **D. Tax Receipts-Final Distribution**

Board President C. Westerlund reminded board members to review the final distribution of tax receipts report.

### **E. Newspaper Articles**

Eight newspaper articles about the CAPLD have been published in the past three months.

## **F. Art Committee Report**

The 10<sup>th</sup> Call to Entry application submission deadline is January 25, 2019. To date, approximately 30 items of art have been submitted. This year, artists are able to submit their application materials via a portal on the CAPLD website; several entries have been received via this mechanism. Some artists have expressed concern about not being able to submit their biographies in PDF format on the website portal.

## **G. Other**

None.

## **VI. Unfinished Business**

### **A. Cyber Liability Insurance/APPROVAL**

Director Byers polled other libraries about cyber liability insurance; majority of libraries polled had no knowledge of this type of insurance. The Carbondale and Granite City libraries have cyber liability insurance; Granite City Library is part of LIRA (Libraries of Illinois Risk Agency) and pays approximately \$1,100 annually for the cyber liability insurance policy. The Libraries of Illinois Risk Agency (LIRA) is a collective of Illinois member libraries that uses group purchasing power to secure the best library insurance available at a reasonable price.

Board consensus is more information and clarity are needed prior to making a decision about cyber liability insurance. Director Byers will continue to obtain and review information in order to determine the level of protection needed, if any.

## **VII. New Business**

### **A. Repair of Outdoor Library Sign/APPROVAL**

The ground mounted outdoor sign was part of the 1995 build. The reader board faces are made of plastic and pieces have begun breaking and the hinges are rusted. Attempts were made to secure estimates from several different sign vendors; however, only one vendor, Ace Sign Company, provided a comprehensive and complete estimate for repair - \$2,491.45. The Board discussed whether it would be best to repair the current sign or replace it with a lighted electronic sign. Concerns were expressed about light pollution, replacement costs and the impact of a lighted electronic sign in a residential area.

**A motion to approve the repair of the outdoor sign was made by S. Fairfield; the motion was seconded by L. Ross. The motion passed unanimously.**

### **B. Curtain Purchase for Children's and Young Adult Windows/APPROVAL**

Director Byers noted several comments from the survey conducted in early 2018 mentioned the need for window coverings on the windows in the Children's and Young

Adult area. As a result of the concerns noted, an estimate was secured from Susan Day as she had previously worked on window treatments for the library. Ms. Day's estimate totals \$2,987 and provides for custom roller shades for windows in the Children's and Young Adult area.

**A motion to approve the estimate was made by S. Fairfield and seconded by D. Holden. The motion was approved unanimously.**

**C. Friends of the Library Annual Report/Approval**

**A motion to approve the Friends of the Library Annual Report was made by S. Fairfield and seconded by N. Kirk. The motion was unanimously approved.**

**D. Library Foundation Annual Report/Approval**

**A motion to approve the Library Foundation Annual Report was made by M. Roubitchek; the motion was seconded by C. Moore. The motion was unanimously approved.**

**E. Appointment of FOIA/Open Meeting Act Officers**

Board President C. Westerlund noted that typically two board members serve as the FOIA and OMA Officers. C. Westerlund is willing to serve again and sought an additional board member to serve. M. Roubitchek agreed to serve. Both C. Westerlund and M. Roubitchek must complete the FOIA/OMA online training no later than the end of March 2019.

**F. Closed Meeting Minutes Review**

No closed minutes to review.

**G. Other**

None.

**VIII. Announcements**

- A. The next board meeting will be held on Monday, February 18th at 7:00 p.m.
- B. Friends' Murder Mystery Dinner Theater – March 8-9, 2019.

**IX. Adjournment**

**A motion to adjourn the library board meeting was made by S. Fairfield; the motion was seconded by N. Kirk. The motion passed unanimously. The meeting was adjourned at 6:10 p.m.**