

CHATHAM AREA PUBLIC LIBRARY DISTRICT

BOARD MEETING MINUTES

Monday, February 18, 2019 7:00 PM

I. Board Meeting Called to Order

C. Westerlund called the meeting to order at 7:00 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

None.

III. Approval of Meeting Minutes

A motion to approve the January 2019 Board meeting minutes, with no addition or changes, was made by M. Roubitchek; seconded by D. Holden. The motion passed unanimously.

IV. Treasurer's Reports – January 2019/Review of Payments

Board Treasurer Nela Kirk provided an overview of recent expenditures: printing costs related to newsletter, book purchases, supplies and bond payment.

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

V. Reports

A. Friends of the Library

The Winter Book and Bake Sale, held on January 26, 2019 was a great success. The Friends of the Library made approximately \$1,600.00. The Murder Mystery Dinner still has spots available.

B. Library Director's Report

Director Byers discussed the compilation of circulation information from similar sized libraries. Director Byers provided information on the newly developed logo for the Summer Reading Program. Branding in one cohesive logo will assist parents/patrons with recognizing when information about the Summer Reading program is advertised and will minimize costs for printing of materials, prizes, etc., related to the Summer Reading Program. Director Byers provided an update on the ongoing repair work that is in

progress: the carpet wall was completed last week; installation of diaper changing station in men's restrooms is currently in the works; additional work will be completed in the coming weeks.

Director Byers provided an update on recent/upcoming personnel changes: Circulation Assistant Jim Hafley's last day will be March 20, 2019; and one circulation assistant will not be leaving. Director Byers has held meetings with key staff to discuss the possible restructuring of the Circulation Department and Circulation Supervisor Laura Mitkos continues to work on scheduling for the department with Jim's impending departure.

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

C. ILA Palm Card and Legislative Report

Director Byers recently attended an ILA legislative meeting and provided an overview of the topics discussed at the meeting. Legislation with the potential to impact library operations is: (1) the recently passed minimum wage increase; (2) the bill addressing a property tax freeze and subsequent reduction in property taxes; and (3) legislation limiting the use of special reserve funds. Director Byers indicated her plan to attend more ILA Public Policy Committee meetings in an effort to stay abreast and informed of pending legislation.

D. Newspaper Articles

Three newspaper articles about the CAPLD were published in the month of January.

E. Art Committee Report – Voting on Call to Entry

This year marks the 10th anniversary of the Call to Entry Juried Art Show. There are 45 pieces of artwork currently on display throughout the library. Board members need to vote on their top five choices in order to determine the winner of Best in Show. The deadline for judging the artwork is Saturday, February 23, 2019. The art reception will be held at the library on Friday, March 1, 2019, 5:30 p.m. – 7:30 p.m.

F. Other

None.

VI. Unfinished Business

A. Other

None.

VII. New Business

A. Gallery Tables Purchase/APPROVAL

Director Byers provided information on the need for procuring 16 tables for use in the library gallery area. The proposed tables are a flip-top design which allow for easier moving and set-up by end users. The older tables will be retained as they are used for the book sales and Murder Mystery dinner. Director Byers proposed using monies from the per capita grant to purchase the tables; the cost of the 16 tables (including installation/set-up fee) is \$11,223.04.

A motion to approve the purchase of the tables was made by S. Fairfield; the motion was seconded by N. Kirk. Board Secretary Leslie Ross conducted a voice vote; the motion passed unanimously.

B. Staff Chairs Purchase/APPROVAL

Director Byers discussed the need to replace staff chairs in the circulation and office areas. Two different chair options have been identified; a total of 20 chairs would be replaced at a cost of \$6,520.26. Director Byers proposed utilizing funds from the furniture and equipment line in the library budget.

A motion to approve the purchase was made by S. Fairfield and seconded by D. Holden. Board Secretary Leslie Ross conducted a voice vote; the motion was unanimously approved.

C. Drainage Issue/DISCUSSION

Director Byers discussed the problems discovered by the handyman with the floor tile in the men's bathroom. There are indications that water may not be draining from the flower bed and is being retained under the flooring in the men's bathroom; there is a section of tile that is raised up/buckling. The handyman suggested having the drainage tubes in the flower bed evaluated by an engineer. S. Fairfield suggested Director Byers contact the architect and request a recommendation for a structural engineer to evaluate the drainage issue.

D. HB20 Minimum Wage, HB320 and Staffing/DISCUSSION

Director Byers discussed her evaluation of the impact on the recently passed minimum wage legislation. The minimum wage increase will result in an 8% salary increase for the pages when the new wage goes into effect January 1, 2020. The new law applies to employees ages 18 years or older or for those under 18 years of age who have worked more than 650 hours during any calendar year. Having the budget for next year will be helpful in evaluating impacts and staffing needs.

Board President C. Westerlund noted factors to consider are new tax revenues will be generated as new properties within the library district come on line and the loss of funds within the next two years due to the agreement with the City of Springfield. S. Fairfield stated that a referendum may be needed to increase funding for the library district.

Director Byers stated she continues to work through solutions for staffing in the Circulation section. She is evaluating the use of self-check stations as a means of utilizing staff in a more efficient manner. Board President C. Westerlund suggested Director Byers utilize an ad hoc committee, consisting of several board members, to develop solutions to staffing issues and present findings at next month's board meeting.

E. Library Signage/DISCUSSION

Director Byers relayed information on the work that has been done with the graphic designer and ID Sign Company with regards to the interior signage in the library. The graphic designer noted the pipes cut down on the site line of the current signage; more colorful signs with larger lettering and revising the way signs are hung throughout the library will improve the ability to better see the signage. Metal clips fashioned to the beams to hang the signs will improve the ability for signs to be moved around, if needed. The graphic designer has suggested placing a large, colorful graphic on the wall above the computer lab in an effort to improve the signage/location of the computer lab and wrapping the circulation desk with a vinyl wrap. Director Byers noted that ID Signs will print up mock signage in various fonts/lettering/colors to assist with seeing what works best for the interior signage. The signage project is a work in progress and Director Byers will provide the Board with updates.

F. Strategic Plan Timeline/DISCUSSION

C. Westerlund provided an overview of the proposed timeline. The strategic plan will be a three year plan; at the end of the three years the plan will be updated, as needed, for an additional three years. C. Westerlund will serve as the facilitator for the strategic planning process.

G. Other

D. Holden stated he was approached by a community member who requested consideration for the library to have extended hours during finals week. D. Holden suggested the library be open an additional hour or two during finals week. Director Byers will discuss this request with staff.

VIII. Announcements

- A. The next board meeting will be held on Monday, March 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 D. Holden; the motion was seconded by M. Roubitchek. The motion passed unanimously. The meeting was adjourned at 7:46 p.m.