

CHATHAM AREA PUBLIC LIBRARY DISTRICT

BOARD MEETING MINUTES

Monday, March 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 February 2019 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 – February 2019/Review of Payments

Board Treasurer Nela Kirk provided an overview of recent expenditures: continuing education courses for library staff, furniture, books and building maintenance supplies.

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

V. Reports

A. Friends of the Library

The Murder Mystery Dinner held on March 8-9, 2019 was well attended. Final figures have not yet been tallied. Due to feedback received, there is a need to look at a different online payment system next year.

B. Library Director's Report

Director Byers summarized the computer lab usage for the past three fiscal years; highest usage was in FY17. Director Byers outlined the next steps for the strategic plan process; three different focus groups will meet throughout the month of April and the focus groups will be facilitated by a community leader who is committed to the future of the Library. The feedback from the focus groups will be shared later this year with the community stakeholders. Director Byers requested the Board's consideration of the idea to eliminate

fines for children and adults for the upcoming Summer Reading Program. Eliminating the fines will allow more children/individuals to participate in the Summer Reading Program. The Board approved the plan to eliminate fines incurred prior to the start of the Summer Reading Program. Director Byers will include information about the elimination of fines in the upcoming newsletter.

Director Byers also noted that the library will have extended hours during finals week; the library will remain open until 10 p.m., May 28th-29th, 2019.

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. Newspaper Articles

Six newspaper articles about the CAPLD were published in local newspapers in February.

D. ILA Trustee Workshop Report

Board members Nela Kirk and Christine Westerlund attended the ILA Trustee Forum Workshop in Springfield. The workshop provided attendees the opportunity to work in groups with other library trustees to address practical, real-life scenarios with library operations. Nela noted the Auburn Library spoke very highly of Director Amy Byers.

E. Art Committee Report & Winners

Director Byers thanked the Board members for voting and discussed the art show reception held at the Library on March 1. The next art show will be the display of past years Summer Reading Program banners. The schedule for remaining art shows in 2019 is being developed.

F. Other

None.

VI. Unfinished Business

A. Other

None.

VII. New Business

A. Drinking/Water Bottle Fountain/APPROVAL

Director Byers provided information on the two options for the drinking/water bottle fountain included in the bid from Henson-Robinson Plumbing. Option 1: Retrofit bottle filler station to existing water fountain at a cost of \$3,745.00 **OR** Option 2: Demo existing water fountain and replace with new water fountain/water bottle filler station at a cost of \$4,400.00. Director Byers recommended Option 2. Monies from the furniture/equipment line in the budget can be used to pay for the new water fountain/water bottle filler station, if the Board approves. The Board concurred with Director Byers' recommendation.

A motion to approve the purchase of the new drinking/water bottle fountain 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. Outdoor Lighting/DISCUSSION

Director Byers discussed a recent conversation with Father John of the St. Joseph Catholic Church. Father John informed Director Byers the church is in the process of getting quotes changing/retrofitting parking lot lights with LED light bulbs. B&B Electric provided an estimate to Father John for the parking lot lights. As the church and library share the parking lot, some of the lights fall under the ownership/operation of the Library. Director Byers would like to discuss changing/retrofitting the parking lot lights with B&B electric. Consensus of the board was to proceed with discussing project with B&B Electric. M. Roubitchek also mentioned determining if there were any tax benefits/government credits for converting to LED lights.

C. Staffing Update/DISCUSSION

Director Byers discussed her continued work on staffing the circulation department and other positions due to recent/pending departures. Director Byer also highlighted her plan to tackle increasing salaries by using a three-tier pay salary range.

The proposed ad hoc committee to discuss impacts of minimum wage and staffing will commence once Director Byers has finalized plans for the staffing of the circulation department. The Board would like the ad hoc committee to be composed of board members as well as a few key library staff members.

D. Other

None.

VIII. Announcements

- A. The next board meeting will be held on Monday, April 15th at 7:00 p.m.; Mike Roubitchek will serve as President Pro Tempore at this meeting due to Board President Christine Westerlund's absence.
- B. Trustee Candidates Forum – March 21st – 6p.m.
- C. Village of Chatham Comprehensive Plan – March 20th – 5 p.m. – 7 p.m.

IX. Adjournment

A motion to adjourn the library board meeting was made by D. Holden; the motion was seconded by S. Fairfield. The motion passed unanimously. The meeting was adjourned at 7:35 p.m.