

CHATHAM AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING MINUTES
Monday, May 18, 2020 7:00 PM

I. Board Meeting Called to Order

Due to the COVID-19 crisis, the board meeting was held virtually utilizing the ZOOM meeting platform. Board President M. Roubitchek called the meeting to order at 7:05 p.m. The following Board members were present: D Holden, N. Kirk, C. Moore, J. Moore, L. Ross and C. Westerlund. Board Secretary Leslie Ross was absent.

II. Recognition of Visitors/Public Comments

None.

III. Recognition of Special Guest: Allen Yow, Partner at Rammelkamp Bradney P.C.

Board President Mike Roubitchek placed Director Amy Byers in a virtual waiting room during this portion of the meeting to ensure no potential conflict of interest during the discussion.

In accordance with 5ILCS 120/2(c)(1), the Board went into closed session at 7:08p.m. and returned at 7:24 p.m. A discussion regarding Mr. Yow's experience and background as a potential attorney for the Library District was held.

IV. Approval of Meeting Minutes

Regular Meeting Minutes: April 20, 2020

A motion to approve the meeting minutes from the April 20, 2020 meeting was made by D. Holden and seconded by C. Moore. The motion was approved unanimously.

Closed Session Minutes (Topic: Trustee Appointment): April 20, 2020

A motion to approve the meeting minutes from this closed session was made by C. Westerlund and seconded by J. Moore. The motion was approved unanimously.

Closed Session Minutes (Topic: Library Attorney): April 20, 2020

A motion to approve the meeting minutes from this closed session was by N. Kirk and seconded by D. Holden. The motion was approved unanimously.

V. Treasurer's Reports / Review of Payments for April 2020/APPROVAL

Board Treasurer N. Kirk provided an overview of the income and expenditures for the month of April 2020. Income was limited due to the library's closure. Expenditures were primarily for payroll, utilities, and payroll.

A motion to approve the Treasurer's report was made by C. Westerlund and seconded by C. Moore. The motion was approved unanimously.

VI. Reports

A. Library Director's Report/APPROVAL

Director Byers provided an update on the online content currently being provided via the library's website. Additionally, Director Byers noted the library's newly implemented Teen Instagram account. The library has received donations for the Summer Reading Program from several community members and organizations- to date the donations total \$1,250.00.

Library staff members are still completing various continuing education courses. One course which is mandatory for all library staff is a webinar addressing the proper protective equipment.

A motion to approve the Library Director's report was made by D. Holden and seconded by C. Westerlund. The motion was approved unanimously.

B. Other

None.

VII. Unfinished Business

A. Appointment of new Trustee/Approval

In accordance with 5 ILCS 120/2(c)(3), the board went into Executive Session to discuss a new trustee to serve on the Library Board. The Executive Session concluded at approximately 7:38 p.m.

A motion to appoint Eric Bolinger as Library Trustee, with full check-signing authority was made by N. Kirk and seconded by J. Moore. Board President Mike Roubitchek conducted a roll call vote and the motion was unanimously approved.

At approximately 7:40 p.m., Eric Bolinger joined the virtual meeting. He was informed the Board approved his appointment as Board Trustee and the effective date will be Monday, June 15th (date of the next monthly Board meeting).

B. Phase II of Library Reopening Plan: Curbside Pickup/APPROVAL

C. Phase II of Library Materials Return Plan/APPROVAL

Director Byers provided an overview of the plans for curbside pickup service and library materials returns. The primary focus of the plans are the safety of patrons and library staff. The curbside service model can be sustained with the current supply of personal protective equipment for staff (masks and gloves) plus hand sanitizer and disinfectant. The proposed curbside service will utilize an appointment-based schedule on specific days and times – patrons will need to complete an online appointment form or call the library to make an appointment for curbside service. The proposed materials return plan will have a schedule of limited days and hours.

Director Byers has submitted both plans to the Sangamon County Department of Public Health for review and approval to ensure compliance with local and state COVID-19 protocols. Director Byers noted the proposed start date for the returns will be prior to the expiration of the State of Illinois stay-at-home order (May 26th) and the proposed date for the start of curbside service is June 3rd.

A motion to approve the Curbside Pickup and Materials Return plans was made by D. Holden and seconded by C. Moore. The motion was approved unanimously.

D. Use of Special Reserve to supplement General Fund in FY21/DISCUSSION

Director Byers explained the potential impact on the library's FY21 General Fund with the recent changes made by the Sangamon County Board to the due dates for 2019 property tax payments-public bodies can expect to receive a quarter of revenue in the 1st quarter of FY21. There may be a need to tap into the Special Reserve fund, if it is legally allowed, in order to maintain appropriate funding levels for library operations in the 1st quarter of

FY21. Director Byers will have a better idea of the fiscal outlook once the June property tax disbursement is received.

E. FY21 Library Attorney Proposal/APPROVAL

The Board consensus was to dismiss the current library attorney and hire new attorney, Allen Yow.

A motion to dismiss the current library attorney, effective immediately and hire Allen Yow was made by C. Moore and seconded by N. Kirk. The motion was approved unanimously.

F. Other

None.

VIII. New Business

A. FY21 Non-Resident Fee/APPROVAL

By law, a non-resident fee must be determined and approved on an annual basis. The non-resident fee for FY21 is \$170.00.

A motion to approve the FY21 non-resident fee was made by D. Holden and seconded by J. Moore. The motion was approved unanimously.

B. Proposed Budget FY20-21/REVIEW

Executive Session 5ILCS 120/2(c)(2) (If deemed necessary)

Director Byers provided an overview of the proposed FY20-21 budget. She highlighted potential areas of concerns, specifically line items that may be impacted because of the COVID-19 pandemic. Decisions will need to be made about how to handle fines soon (eliminate fines/fine amnesty or fine waivers). The Board will vote on the proposed FY20-21 budget at the June 15th board meeting.

C. Other

None.

IX. Announcements

A. Next Board Meeting: June 15th at 7:00 p.m.

X. Adjournment

A motion to adjourn the meeting was made by N. Kirk and seconded by D. Holden. The motion was approved unanimously. The meeting adjourned at 8:40 p.m.