

CHATHAM AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING MINUTES
Monday, June 15, 2020 7:00 PM

I. Board Meeting Called to Order

Board President M. Roubitchek called the meeting to order at 7:01 p.m. The following Board members were present: D Holden, N. Kirk, C. Moore, J. Moore, C. Westerlund, and L Ross. Newly appointed trustee, E. Bolinger, joined the meeting via telephone.

II. Oath of Office – New Trustee – Eric Bolinger

The Oath of Office was administered for Eric Bolinger.

III. Remote Participation of Board Member/APPROVAL

Board President M. Roubitchek noted the provision in the Open Meetings Act that allows for board member(s) to participate in board meetings via electronic devices with board approval but does not allow for voting, based on the Board of Trustee By-Laws.

A motion to approve remote participation by board member E. Bolinger, via telephone, was made by D. Holden and seconded by C. Moore; a roll call vote was conducted, and the motion was unanimously approved.

IV. Recognition of Visitors/Public Comments

None.

V. Approval of Minutes

Regular Meeting Minutes: May 18, 2020

A motion to approve the May 18th, 2020 meeting minutes was made by D. Holden and seconded by J. Moore; the motion was unanimously approved.

Closed Session Minutes (Topic: Library Attorney): May 18, 2020

A motion to approve the Closed Session Minutes related to the Library Attorney was made by C. Westerlund and seconded by C. Moore; the motion was unanimously approved.

Closed Session Minutes (Topic: Trustee Appointment): May 18, 2020

A motion to approve the Closed Session Minutes related to Trustee Appointment was made by J. Moore and seconded by D. Holden; the motion was unanimously approved.

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

Library Director Byers provided a summary of the expenditures and income. Overall, expenditures have decreased due to the library's closure. Director Byers noted the budget will have a surplus of funds at the end of FY20 due to the decrease in expenditures. The surplus funds will be placed in the Special Reserve Fund.

A motion to approve the Treasurer's report was made by D. Holden and seconded by J. Moore. The motion was unanimously approved.

VII. Reports

A. Library Director's Report/APPROVAL

Director Byers highlighted some of the projects/activities that are happening at the library, i.e., curbside service, planning for reopening in next phase, building maintenance, etc. Director Byers noted several personnel changes that will occur at the end of the summer. The Summer Reading Program has over 500 participants and the library received a generous donation to the summer reading program (\$1,200) from the Chatham Township.

A motion to approve the Library Director's Report was made by D. Holden and seconded by C. Moore; the motion was unanimously approved.

B. Tax Receipts & Projection Update

Director Byers and board members reviewed and discussed the recent tax receipts received and the projected tax receipts for FY21.

C. Other

None.

NOTE: Trustee Eric Bolinger joined the in-person board meeting at 7:20 p.m.

VIII. Unfinished Business

A. Ordinance 2020-4: Authorization for loaning monies from the Special Reserve Fund to the General Library Fund/Approval

The library attorney, Allen Yow, researched the legality of loaning monies from the Special Reserve Fund to the General Library fund and developed Ordinance 2020-4 for review and approval by the Board of Trustees. The ordinance authorizes the Library Director to loan monies (up to \$100,000.00) from the Special Reserve Fund to the General Library Fund.

Director Byers noted the recent disbursement of property tax monies from the county was less than what has been received in recent years; however, the disbursements over the next few months may be able to sustain library operations during the first quarter of FY21. The Board agreed it is in the best interest of the library to have a supplemental plan in place in the event tax disbursement monies fall short of what is needed to sustain library operations.

Board Secretary L. Ross conducted a roll call vote. Ordinance 2020-4 was unanimously approved by the Board of Trustees.

B. Proposed Budget FY20-21/APPROVAL

Executive Session 5ILCS 120/2(c)(1) (If deemed necessary)

Director Byers summarized the proposed FY20-21 budget. She highlighted potential areas of concerns, specifically line items that may be impacted because of the COVID-19 pandemic. Director Byers noted the IL Secretary of State's office confirmed that per capita grant monies will be disbursed (same amount as last year), however disbursements may be delayed. The proposed budget also includes increased wages for those staff members

affected by the statutory minimum wage increases. Wage increases for other staff members will be reviewed before January 2021.

A motion to approve the proposed FY20-21 budget, with no changes, was made by D. Holden and seconded by C. Westerlund. A roll call vote was conducted, and the motion was unanimously approved.

C. Foyer and Computer Space Reopening Plan/APPROVAL

Director Byers outlined the plan for the limited reopening of the library. Feedback received from board members was to ensure signage outlining COVID-19 symptoms is posted and to possibly have a staff member posted to greet individuals prior to entry to inquire about COVID-19 symptoms/exposure. Director Byers noted no firm date has been established for the reopening plan as she and key staff members are still working on scheduling staff, signage and work flow issues; anticipate implementing the plan once the State of Illinois enters Phase 4 of the Restore Illinois Plan.

Director Byers also noted that beginning in July 2020, all part-time staff will only be paid for the hours worked. Staff members working fewer than their regular hours due to the limited hours of operation may choose to work reduced hours or work with their immediate supervisor to create a plan for remote or off-hours work.

A motion to approve the implementation of the Foyer and Computer Space Reopening Plan, at the discretion of the Library Director, was made by C. Westerlund and seconded by J. Moore. The motion was unanimously approved.

D. Other

None.

IX. New Business

A. CAPLD Treasurer Nomination/DISCUSSION

With the resignation of the former Treasurer, the Board needs a trustee to serve as the Treasurer. Board members were polled for their interest and E. Bolinger was asked to consider serving as the Treasurer. The plan for approving a new treasurer will be discussed at the next board meeting.

B. Board Meeting and Publish Dates FY21/APPROVAL

A motion to approve the FY21 Board Meeting and Publish Dates was made by C. Moore and seconded by D. Holden. The motion was unanimously approved.

C. Other

None

X. Announcements

A. Board Meeting – July 20, 2020 – 7:00 p.m.

XI. Adjournment

A motion to adjourn the meeting was made by D. Holden and seconded by J. Moore. The motion was unanimously approved. The meeting adjourned at 7:56 p.m.