

CHATHAM AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING MINUTES
Monday, September 21st, 2020 7:00 PM

1. Public Hearing on Combined Annual Budget and Appropriation Ordinance No. 2021-2 called to order

Called to order at 7:00 p.m. by Board President M. Roubitchek

2. Public Comments

None.

3. Public Hearing Adjourned

Adjourned at 7:01 p.m.

I. Board Meeting Called to Order

Board President M. Roubitchek called the meeting to order at 7:01p.m. The following Board members were present: E. Bolinger, D. Holden, J. Moore, and L Ross. C. Westerlund and C. Moore were absent.

II. Recognition of Visitors/Public Comments

None.

III. Recognition of guest, Jim Legg, Estes, Bridgewater and Ogden

Mr. Legg reviewed the audit report for the period ending June 30, 2020. No issues or discrepancies were noted in the audit.

IV. Approval of Minutes

A motion to approve the minutes from the August 17th, 2020 board meeting was made by D. Holden and seconded by J. Moore. The motion was unanimously approved.

V. Treasurer's Report/Review of Payments

Board Treasurer E. Bolinger summarized payments, primarily for Covid-19 supplies and payroll.

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

VI. Reports

A. Library Director's Report

Director Byers summarized the building changes that have occurred over the past several weeks. Additionally, she provided information on the merging of the computer lab and reference department – Computer Lab Assistants will now become Reference Assistants. This merger will aid in reducing staffing needs for absences, etc.

Director Byers also noted the upcoming Voter Registration Drive, in partnership with Glenwood High School and the League of Women Voters. Two separate dates for the Voter Registration Drive: September 22nd, 4 pm-7 pm and September 26th, 10 am – 2 pm.

A motion to approve the Library Director’s Report was made by D. Holden and seconded by J. Moore. The motion was unanimously approved.

B. Shelving Move Report

Director Byers discussed the relocation of shelving in conjunction with the building changes. The changes were made without expending any monies to date.

C. Exploring Race Committee Report

Director Byers relayed information about the formation of the committee and the purpose of the committee – to start the conversation about race in the organization. The committee is seeking Board support for signing the Urban Library Council (ULC) Statement on Race and Equity and issuing a public statement on the subject of race. The ULC Statement will be presented to the Board for review and approval at next month’s Board meeting.

D. Newspaper Articles

Several newspaper articles related to the Library were published in local newspapers in late August and early September.

E. Tax Receipts Update

Received tax receipts for September 2020.

F. Other

None.

VII. Unfinished Business

A. Pandemic Reopening Stages 1-5/Review

The Library has been in Stage 3 for the past several months. There have been a few complaints but overall positive feedback has been received about the library operations.

B. Current Options and Stage Determination/APPROVAL

Director Byers outlined the steps moving into Stage 4, Part 1; including information about providing access to newspapers and some magazines in the Genealogy room, the use of self-check stations and limiting the number of people granted access to the library at one time (30-50). Stage 4, Part 1 is a “grab and go” concept - Director Byers noted additional options outlined in the board packet.

Board consensus was to move from Stage 3 in the coming weeks. The Board asked Director Byers to develop a “Stage 4 Lite” plan, utilizing a “grab and go” concept for the Board to review and possibly vote on. Director Byers noted the need to convene a Special Board Meeting to review and vote on the next Pandemic Reopening Stage.

C. Fine Options for lost and overdue items/APPROVAL

Director Byers reviewed and outlined Fine Free vs. Amnesty programs. Board President M. Roubitchek felt it best to have the full board present to review and vote on the next course of action.

A motion to table this agenda item was made by E. Bolinger and seconded by D. Holden. The motion was unanimously approved.

D. Other

None.

VIII. New Business

A. Combined Annual Budget and Appropriation Ordinance No. 2021-2/APPROVAL

A motion to approve the Combined Annual Budget and Appropriation Ordinance No. 2021-2 was made by D. Holden and seconded by E. Bolinger. A roll call vote was conducted and the motion was unanimously approved.

B. Estimate of Revenues by Source/APPROVAL

A motion to approve the Estimate of Revenues by Source was made by D. Holden and seconded by J. Moore. A roll call vote was conducted and the motion was unanimously approved.

C. FY2020 Audit/APPROVAL

A motion to approve the FY2020 Audit was made by E. Bolinger and seconded by L. Ross. A roll call vote was conducted and the motion was unanimously approved.

D. Election Day Holiday/APPROVAL

A motion to approve the closure of the Library on the upcoming Election Day (November 3, 2020) was made by D. Holden and seconded by J. Moore. The motion was unanimously approved.

Disposal of Children's Play Tree/APPROVAL

Director Byers noted the library's policy for disposal of equipment (2-70) required Board approval. The plan is to propose to offer the Children's Play Tree to other non-profit organizations – initially offer to St. Joseph the Worker Church Pre-School.

A motion to approve the disposal of the Children's Play tree was made by E. Bolinger and seconded by J. Moore. The motion was unanimously approved.

Levy & Assessment of Taxes Ordinance No. 2021-3/REVIEW

The Board reviewed Ordinance No. 2021-3 – the ordinance will be placed on the October Board meeting agenda for approval.

E. Per Capita Requirements: Serving our Public 4.0/Review

- a. Chapter 5: Building Infrastructure and Maintenance
- b. Chapter 6: Safety
- c. Chapter 7: Collection Management

Board members were reminded to review the Per Capita Requirements.

F. Building Repairs and Improvements/Discussion

Director Byers provided an overview of the building repairs/improvements that are needed. Pictures of areas in need of repair are included in the Board packet. The majority of building repairs appear to be water-related. There is a need to prioritize building repairs and it may be necessary to utilize monies in the Special Reserve Fund to address the repairs. Director Byers noted the need to identify a subject matter expert to assist in addressing building repairs/improvements.

G. Building Committee/APPOINTMENT

Director Byers proposed establishing a sub-committee of Board members that may have knowledge of or interest in building repairs. Board consensus was not to establish a committee but rather to seek consultation with a general contractor. Some Board members provided potential contacts that may be able to provide recommendations for a general contractor. L. Ross indicated an interest in serving on the building sub-committee, if there is a need to form a sub-committee.

H. Other

None.

IX. Announcements

A. Next Board Meeting: October 19th, 2020 – 7:00 p.m.

B. April 2021 Consolidated Election – Packets can be picked up on September 22nd

X. 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 8:30 p.m.