

CHATHAM AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING MINUTES
Monday October 15, 2018 7:00 PM

I. Board Meeting Called to Order

Board members in attendance: M. Roubitchek, N. Kirk, L. Ross, C. Westerlund, C. Moore.
Also note that Director Byers is in attendance. *D. Holden arrived at 7:04PM.

Absent: S. Fairfield

II. Recognition of Visitors / Public Comments

James Legg, auditor, representing Estes, Bridgewater & Ogden came to discuss the draft audit to look at both transactions and how CAPLD processes transactions in addition to financials.

As of June 30, 2018 CAPLD's net position is: \$3,868,081. Last year we had two major expenses: air conditioning and the lighting upgrade.

Overall, Legg reported that there were no difficulties in performing and completing the audit. He stated that we are right on track, we are in a good position and everything went smoothly.

Director Byers asked Legg about whether CAPLD should consider cyber liability insurance. Legg felt it would be a smart move to look further into this.

III. Approval of Minutes

A motion to approve the September 2018 Board minutes with no additions or changes was made by D. Holden; seconded by M. Roubitchek. The motion passed unanimously.

IV. Treasurer's Report / Review of Payments

CAPLD had another stable month and we are getting close to our budgeted amounts. Overall everything looks as it should at this point in the year.

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 Library Friends hosted an open house for the new Bookstore Manager on October, 6, 2018.

Currently, they are working on ways to increase their membership in anticipation of their membership kickoff in January 2019.

They are investigating an online payment system for membership and for the murder mystery event.

B. Library Foundation Update

The Foundation President and an architect gave an initial sketch of an idea for the library south lawn and access to the south lawn from the library building.

C. Library Director's Report / APPROVAL

This month Director Byers included a new chart highlighting print book and electronic book circulation information. Print resources are not going away in favor of electronic resources, but there is a continued and growing interest by patrons to increase CAPLD's ebook collection.

The new phone system will be installed on Wednesday, October 17.

Director Byers is considering purchasing our own story walk after borrowing Forsyth Public Library's for the Friends of the Park Kite Festival. The story walk was a huge draw and major success at the event.

Abby Bliss, children's coordinator, is resigning at the end of the month. Currently, the library is looking to fill that position.

Three staff members traveled to Granite City for an all-day session on homelessness and the library.

Motion to approve the Director's Report was made by D. Holden; seconded by N. Kirk. The motion passed unanimously.

D. Newspaper Articles

Three new news articles have appeared over the past month.

E. Lighting Project Update

The library is still reaping cost-savings benefits thanks to the lighting upgrade. The past month was no exception and the savings amounted to \$543.29.

F. Art Committee Report

The Art Committee hosted a reception for Betsy Dollar on October 5, 2018, which was nicely attended. Dollar has graciously allowed us extend the timeline on displaying some of her pieces.

On November 2, two new artists, Blankenship and Stapleton, will have their work on display in the library.

Call to Entry will be the next major show scheduled and this year, for the 10th anniversary, all entries will work around a common theme of books.

G. Tax Receipts Update

Included in the Board packet are our latest tax receipts for perusal.

H. Other

None.

VI. Unfinished Business

A. None

VII. New Business

A. Levy & Assessment of Taxes Ordinance No. 2019-3 / APPROVAL

Motion to approve the Levy & Assessment of Taxes Ordinance No. 2019-3 was made by D. Holden; seconded by M. Roubitchek. Secretary Ross called for a voice vote and the motion passed unanimously.

B. FY2018 Audit / APPROVAL

A motion to approve the audit presented by James Legg of Estes, Bridgewater, & Ogden was made by D. Holden; seconded by N. Kirk. Secretary Ross called for a voice vote and the motion passed unanimously.

C. Youth Services Assistant Position / APPROVAL

Due to a resignation within Youth Services, it has given CAPLD an opportunity to step back and consider the best staffing option to increase usefulness of the department. Director Byers suggested the need of two part-time staff, rather than the part-time staff member who is leave, to help, but not manage the department. The proposed new staffing makeup will allow the two full-time positions to focus on collection development, outreach, etc.

A motion to approve the creation of 2 part-time staff members for the Youth Services area was made by C. Moore; seconded by M. Roubitchek. Motion passed unanimously.

D. Per Capita Requirements / REVIEW

- a. Trustee Fact File Chapter 6 Intellectual Freedom
- b. Trustee Fact File Chapter 8: Human Resources
- c. Illinois State Library's Veteran's History Project

All Board members were asked to please review these chapters in order to heighten our awareness.

E. Other

None.

VIII. Announcements

A. Next Board Meeting: November 19, 2018 at 7:00PM.

IX. Adjournment

A motion to adjourn the library board meeting at 7:50PM was made by D. Holden, seconded by N. Kirk. The motion passed unanimously.