

**CHATHAM AREA PUBLIC LIBRARY DISTRICT**  
**BOARD MEETING AGENDA**  
Monday, November 16th 2020 7:00 PM

**I. Board Meeting Called to Order**

Board Members Present: J. Moore, C. Moore, C. Westerlund, M. Roubitchek, E. Bolinger, L. Ross. Director Byers was also in attendance.

Board Members Absent: D. Holden

**II. Recognition of Visitors / Public Comments**

No visitors or members of the public present.

**III. Approval of Minutes from Regular Meeting: October 19<sup>th</sup>, 2020**

**A motion to approve the minutes from the Regular Meeting on October 19, 2020 was made by J. Moore and seconded by E. Bolinger. The motion passed.**

**IV. Approval of Minutes from Special Meeting: November 2<sup>nd</sup>, 2020**

**A motion to approve the minutes from the Special Meeting on November 2, 2020 was made by C. Westerlund and seconded by C. Moore. The motion passed.**

**V. Treasurer's Report / Review of Payments**

The Treasurer reported October building repairs costing \$966 and replacement of the ballast in the women's restroom costing \$133.60 as expenses of note. In general, everything looks good and nothing stands out as potential concerns.

**A motion to approve the Treasurer's Report and Review of Payments was made by J. Moore and seconded by C. Westerlund. The motion passed.**

**VI. Reports**

**A. Library Director's Report/APPROVAL**

Various building repairs and invoices done over the past month include: Alpha Controls heat issue resolution and rock was placed around the foundation of the building for grading.

Overall, October was a good month considering the implications of Covid-19 on the library.

**B. Newspaper Articles/Social Media Update**

Please note the various newspaper articles and social media updates for the past month.

**C. Tax Receipts Update**

The library is waiting on one more installment of Tax Receipts. All others have been received.

**D. Building Repair Legal Requirements Review**

Director Byers is in discussion with our attorney to get an architect into the library to examine the building's structural issues.

A document is available for review.

- E. Other  
None.

## **VII. Unfinished Business**

### **A. Stage determination for Library building and staff access during Region 3 /APPROVAL**

**A motion to officially shift to contactless curbside pickup for CAPLD until further notice was made by C. Westerlund and seconded by J. Moore.**

**A voice vote was taken and the motion was unanimously approved.**

### **B. Health Insurance 2020-2021 / APPROVAL**

The current health insurance plan will significantly increase for the 2020-2021 year. Discussion noted that if we select a new plan it would be cheaper upfront, but there is a 90% coinsurance cost.

**A motion was made to stick with the current health insurance plan for 2020-2021 and increase the employee contribution by \$5, from a \$15 contribution to a \$20 contribution, per pay period by C. Westerlund and seconded by J. Moore. A voice vote was taken and the motion was unanimously approved.**

### **C. Budget FY20-21 - Personnel / APPROVAL**

**A motion was made to table and re-evaluate the FY20-21 budget for personnel until the January 2021 meeting by C. Westerlund and seconded by E. Bolinger. The motion passed.**

### **D. Levy & Assessment of Taxes Ordinance No. 2021-3 / APPROVAL**

**A motion was made to revise Tax Ordinance No. 2021-3 as a corrected ordinance by C. Moore and seconded by E. Bolinger. The motion passed.**

### **E. Covid HR Policies date extension / APPROVAL**

**A motion was made to extend the date for the Covid-19 HR Policy Handbook by C. Westerlund and seconded by J. Moore. The motion passed.**

### **F. Other**

## **VIII. New Business**

### **A. Per Capita Requirements: Serving our Public 4.0 / REVIEW**

Board members are assigned the following chapters to read:

- a. Chapter 11: Youth and Young Adult Services
- b. Chapter 12: Technology
- c. Chapter 13: Marketing, Promotion and Collaboration

### **B. Other**

**IX. Announcements**

**A. Next Board Meeting: January 18th, 2021**

A possible December meeting may be called to focus on Covid-19 stage determination.

**B. April 2021 Consolidated Election – Filing Period: December 14<sup>th</sup> – 21<sup>st</sup>, 2020**

**X. Adjournment**

A motion was made to adjourn the meeting by C. Westerlund and seconded by J. Moore. The motion passed.