

CHATHAM AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING MINUTES
Monday, October 19th, 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: E. Bolinger, D. Holden, C. Moore, J. Moore, L. Ross, and C. Westerlund.

II. Recognition of Visitors/Public Comments
None.

III. Approval of Minutes

A motion to approve the minutes from the September 21st, 2020 board meeting was made by E. Bolinger and seconded by D. Holden. The motion was unanimously approved.

IV. Treasurer's Report/Review of Payments

Board Treasurer E. Bolinger summarized primary expenditures in September – internet (WiFi expansion project), payroll and mailing (Back to School newsletter).

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

V. Reports

A. Library Director's Report

Director Byers noted the completion of revamped areas/spaces in the library and upcoming maintenance projects - tree trimming, gutter cleaning, and the addition of rock to portions of the landscape. Additionally, she provided information on the promotion of a circulation assistant to a new job title – Graphic Design Assistant. The newly promoted staff member will split time working in circulation and assisting the Community Engagement Librarian with graphic design projects, displays, etc.

The Friends of the Library have opted not to have the January 2021 Bake and Book Sale or the Murder Mystery Dinner due to the ongoing pandemic.

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

B. Health Insurance Update

Director Byers discussed the substantial increase in the health insurance plan (~\$1200/month increase), effective December 1, 2020. Increased usage of the health insurance plan may account for the increase in monthly costs. The insurance agent suggests waiting until next year to determine if the plan needs to be changed. Board consensus was to explore other options, i.e., increasing employees' contribution, check with other local libraries about insurance providers and costs, check into the Central Management Services Local Government Health Plans, etc. and be prepared to discuss at the November Board Meeting.

C. Newspaper Articles/Social Media Update

Several newspaper articles related to the Library were published in local newspapers in September and early October. Director Byers noted the addition of social media communication and statistics to this report.

D. Tax Receipts Update

Additional disbursements are slated to be received in October and November.

E. Other

None.

VI. Unfinished Business

A. Current Options and Stage Determination/APPROVAL

Director Byers provided an overview of the "Grab and Go" service model that was included in the Board packet. Director Byers proposed having a soft opening on October 22nd and then advertise the opening day, October 26th, on social media sites, etc. Discussion ensued about having a contingency plan in the event an increase in case numbers/positivity rates occur and the State of Illinois imposes restrictions. Board consensus is to continue to check in with Director Byers every two weeks to determine options for library operations. If a decision is needed to close the library again, the Board will hold a Special Meeting to vote.

Board members also discussed having plans in place in the event staff members contract COVID-19 and also having a plan to address patrons not following the rules. Director Byers noted that a script has been developed for staff to use with patrons. A Board member suggested having staff participate in de-escalation training to assist with dealing with patrons that do not adhere to established rules.

A motion to implement the "Grab and Go" service model, effective Monday, October 26th, 2020 was made by D. Holden and seconded by C. Westerlund. A roll call vote was conducted and the motion was unanimously approved.

B. Fine Option for Overdue Items/APPROVAL

Board members discussed the *Going Fine Free* report included in the Board Packet. Board consensus was to not create barriers and provide equity to all users of the library. Director Byers noted the Library is essentially operating in a “Fine Free” environment as the Library is currently waiving fines due to the pandemic. The payment of fines is strictly voluntary at this point in time. Board consensus was to delay the implementation of the Fine Free policy until the Library fully reopens to the public.

A motion for the Library to go Fine Free, with a date to be determined later, was made by D. Holden and seconded by E. Bolinger. A roll call vote was conducted and the motion was unanimously approved.

C. Building/Water Issues/DISCUSSION

Director Byers summarized the building issues noted by the commercial contractor, O’Shea Builders. The next step in the process is to secure an architectural firm so a complete assessment of building issues can be conducted. The commercial contractor can provide a list of architectural firms for consideration; however a RFP (Request for Proposal) will need to be developed, reviewed by the library attorney and then posted for bid.

Board consensus was to explore other avenues of funding, i.e. federal and/or state grants, private foundations, etc. to assist with covering the costs for building upgrades/renovation.

Director Byers will secure names of architectural firms and begin drafting the RFP.

D. Other

None.

VII. New Business

A. Levy Assessment of Taxes Ordinance No. 2021-3/APPROVAL

A motion to approve the Levy Assessment of Taxes Ordinance No. 2021-3 was made by D. Holden and seconded by J. Moore. A roll call vote was conducted and the motion was unanimously approved.

B. Statement of Receipts and Disbursements FY20/APPROVAL

A motion to approve the Statement of Receipts and Disbursements FY20 was made by C. Westerlund and seconded by C. Moore. A roll call vote was conducted and the motion was unanimously approved.

C. Urban Libraries Council Statement on Race and Equity/REVIEW

The Library's Exploring Race Committee is requesting the Board's approval for the Library to sign the statement and as well as commit to implementation of actions delineated in the statement.

D. Per Capital Requirements: Serving our Public 4.0/REVIEW

- a. Chapter 8: System Member Responsibilities and Resource Sharing
- b. Chapter 9: Public Services: Reference and Reader's Advisory Services
- c. Chapter 10: Programming

Board members were reminded to review the Per Capita Requirements.

E. Other

None.

VIII. Announcements

A. Next Board Meeting: November 16th, 2020 – 7:00 p.m.

B. April 2021 Consolidated Election – Packets are available for pickup

IX. Adjournment

A motion to adjourn the meeting was made by E. Bolinger and seconded by J. Moore. The motion was unanimously approved. The meeting adjourned at 8:10 p.m.