

CHATHAM AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING MINUTES
Monday, January 18, 2021 7:00 PM

I. Board Meeting Called to Order

Board Members Present: C. Moore, D. Holden, J. Moore, C. Westerlund, M. Roubitchek, E. Bollinger, L. Ross. Director Byers was also present.

Board Members Absent: None

II. Recognition of Visitors / Public Comments

Members of the CAPLD's Exploring Race Committee is in attendance

III. Special Guests: Megan Freeman, Jean Moser and Erica Beeman, library staff committee members from the Exploring Race Committee, will be presenting the Urban Libraries Council's Statement on Race and Social Equity

Members of the Exploring Race Committee (ERC) gave a short presentation to the board illustrating how they hope to engage with staff and eventually the community on the various issues of race.

The ERC asked the board's permission to use the Urban League Council's statement on race as the core of the ERC's purpose.

The ERC is currently applying for a grant to assist in their efforts that will focus on programming for members of the community.

IV. Approval of Minutes

- V. Motion to approve the November 2020 meeting minutes was made by J. Moore and seconded by E. Bollinger. The motion carried.**

VI. Treasurer's Reports -November/December 2020 / Review of Payments

Treasurer E. Bollinger's report and review of payments covered the months of November and December (the board does not meet in December). Everything is looking good. December appeared to have large expenses but the amount of approximately \$387,000 was due bond payments and building maintenance and repair costs.

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

VII. Reports

A. Library Director's Report /APPROVAL

CAPLD has been offering curbside assistance since its last meeting in November 2020.

The library was awarded a grant for a Butterfly Weigh Station by the local Native Plant Society.

A grant for a Book Bike is being funded by the Friends of the Library. Additionally, the Murder Mystery script has been completed for the virtual Murder Mystery fundraiser this year. The Friends of the Library Chair and Treasurer are leaving and members of the board are thankful for their service. Opportunities to recruit new members to the Library Friends is welcomed. Lastly, Friends are optimistically hoping to have its annual book sale in July, barring any pandemic restrictions.

The library has had 3 employee resignations.

- B. Space, Activity and Furniture Plan in Children's Department**
 - A. Byers shared the plan for the toddler, tween and teen areas in the building. These changes will include updating furniture, rugs and a few new toys.
- C. Tax Receipts - Final Distribution**

The final distribution has been received.
- D. Newspaper Articles**

Please see the packet for all of the news articles published during November and December 2020.
- E. Other**

None.

VIII. Unfinished Business

- A. Stage determination for Library building and staff access for Region 3**

The library board re-examined the stage determination for the Library Building and staff access for Region 3.

A motion to approve a return to Phase 4 Grab & Go service, with the stipulation of a maximum of 30 patrons in the library at one time at 30 minute increments was made by D. Holden and seconded by C. Westerlund.

A voice vote was also taken and the motion unanimously carried.

- B. Budget FY20-21 - Personnel**

A motion to approve the January-June 20-21 budget per the board packet was made by C. Westerlund and seconded by J. Moore. The motion carried.

- A. Other**

IX. New Business

- A. Pull Station & Smoke Detectors Replacement**

Director Byers attempted to solicit 3 quotes for the pull station & smoke detector replacement to no avail. However, the one bid from Central Illinois Security was received to replace smoke detectors and pull stations at a cost of \$12,620

A motion to accept the bid of \$12, 620 from Central Illinois Security for the replacement of smoke detectors and pull stations was made by C. Westerlund and seconded by C. Moore.

A voice vote was taken and the motion unanimously carried.

- B. Key Card Staff Access / APPROVAL**

A motion was made to upgrade the staff entrance doors to key card entry by Central Illinois Security in the amount of \$8,735 was made by D. Holden and seconded by E. Bollinger.

A voice vote was also taken and the motion unanimously carried.

- C. Public Computer Self-Check-In, Printing and Remote Printing / APPROVAL**
A motion to approve the bid for \$9,767.25 was made by C. Westerlund and seconded by L. Ross.

A voice vote was also taken and the motion unanimously carried.

- D. 4-20 Circulation Policy**
A motion to approve the amended 4-20 Circulation Policy, which included updates to residency changes, staff cards, and to the Appendices regarding overdue notices was made by D. Holden and seconded by J. Moore. The motion carried.

- E. Urban Libraries Council (ULC) Statement on Race and Social Equity**
A motion to approve the use of the Urban Library Council's Statement on Race and Social Equity statement as the foundation of the ERC's purpose was made by C. Westerlund and seconded by J. Moore. The motion carried.

- F. Closed Meeting Minutes Review**
There were no closed meeting minutes to review.

- G. Friends of the Library Annual Report**
A motion to approve the Friends of the Library Annual Report was made by C. Moore and seconded by D. Holden. The motion carried.

- H. Library Foundation Annual Report**
The Library Foundation's Annual Report had been submitted yet, but the board will review it once received.

- I.**
J. Appointment of FOIA / Open Meeting Act officers

M. Roubitchek agreed to continue as the CAPLD's FOIA officer and C. Westerlund agreed to continue as our Open Meeting Act officer.

- K. Other**

X. Announcements

- A. Next Board Meeting: February 15th at 7 p.m.
B. Friends' Murder Mystery Fundraiser: Online Premiere: March 13th or VOD: March 15th-31st. Tickets will be available by the end of January.

XI. Adjournment

A motion to adjourn at 8:06pm was made by D. Holden and seconded by J. Moore. The motion carried.