

**CHATHAM AREA PUBLIC LIBRARY DISTRICT**  
**BOARD MEETING MINUTES**  
Monday, January 15, 2018 5:30 PM

- I. Board Meeting Called to Order-** made by C. Westerlund at 5:31 p.m.  
Board members in attendance: C. Jeffries, C. Westerlund, S. Fairfield, M. Roubitchek, C. Moore, D. Holden

Absentees: L. Ross. Please note that Director Byers and Administrative Assistant Dara Lewis are also present.

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

No visitors or members of the public were present.

**III. Approval of Minutes**

**A motion to approve the November 20, 2017 meeting minutes was made by D. Holden Motion and seconded by C. Moore. The motion passed.**

**IV. Treasurer's Reports -November/December 2017 / Review of Payments**

C. Jeffries reported that the report was short and simple. She noted the improvement in the electric bill due to the new lighting.

**A motion to approve the Treasurer's Report was made by S. Fairfield and seconded by M. Roubitchek. The motion passed**

**V. Reports**

**A. Friends of the Library**

Director Byers reported that the Book and Bake sale would on Saturday, January 20, 2018. On Sunday (1/14/18), the first read-through of the murder mystery theatre play was held.

**B. Library Director's Report**

Director Byers reported some issues with the fire alarm. The fire department had been out twice. One of these times was a week after the alarms had been inspected by Central Illinois Security. She will be working with Central Illinois Security to improve maintenance of detectors.

The water meter may need to be replaced. She is in conversation with the village about the need for replacement. S. Fairfield suggested contacting the architect for guidance.

The Reference Librarian and Administrative Assistant position have been filled and interviews for circulation position have been closed.

**A motion to approve the Director's Report was made by S. Jeffries and seconded by D. Holden. The motion passed.**

**C. Tax Receipts - Final Distribution**

No updates

**D. IMEA rebate check and monthly lighting report**

Check in the amount of \$11,000 was received for energy efficient lighting.

**E. Newspaper Articles**

There were several articles mentioning the CAPLD in the past month. Reference was made to article regarding the annexation of Middle and Intermediate Schools. It was also noted that Sweet Briar subdivision was recently annexed which is good news for library.

**F. Art Committee Report**

We are receiving entries for the Call the Entry Art Show. The Show will begin on February 19<sup>th</sup>, with the reception on March 2<sup>nd</sup>.

**G. Other**

There was no other business to discuss.

**VI. Unfinished Business**

**A. Other**

There was no unfinished business to discuss

**VII. New Business**

**A. Seating for children's area, including reupholstering of existing sectional**

Director Byers discussed the addition of seating to the children's area. There are two purchase options: 1) CAPLD can reupholster existing couch and purchase 2 new couches at a cost of \$7387 or 2) purchase new pieces without reupholstering existing couch for around \$4000.

**A motion to approve purchase of 2 new couches and re-upholster existing couch was made by S. Fairfield and seconded by D Holden. The motion passed.**

**B. Friends of the Library Annual Report**

**A motion to approve the Friends of the Library Annual Report was made by D. Holden and seconded by S. Fairfield. The motion passed.**

**C. 3-20 Anti-Harassment Policy**

Director Byers explained that much of the policy was consistent with the new law that took effect January 1st. There were slight changes that ensured that the Library's policy followed the new law.

**Motion to approve the 3-20 Anti-Harassment Policy was made by C. Jeffries and seconded by D. Holden. The motion passed.**

**D. 2018 Per Capita Application**

Byers explained the Per Capita application and shared that the Per Capita grant money that was granted last year has not yet arrived.

One of the requirements was to review the Library's by-laws. The appointed by-laws committee (S. Fairfield and M. Roubitchek) reported that they will review and revise the by-laws, and bring them to the full board for approval at a later date.

**A motion to approve the 2018 Per Capita Application was made by S. Fairfield and seconded by D. Holden. The motion approved.**

**E. B&B Electric – Lighting for the Children's Reading Nook**

Director Byers explained how lighting inside the reading nook for the children's area would be beneficial. A donation of \$1,300 will be used to defray the majority of the cost. A motion sensor light outside staff entrance will also be installed at no cost by the electrician in hopes of keeping the patio safer in the evening.

**A motion to approve \$1,155 expenditure on Lighting for the Children's Reading Nook was made by D. Holden and seconded by C. Jeffries. The motion passed.**

**F. Appointment of committee to review closed meeting minutes**

C. Westerlund appointed S. Fairfield and C. Jeffries to form a committee to review closed meeting minutes.

**G. Appointment of FOIA / Open Meeting Act officers**

The board appointed C. Westerlund and M. Roubitchek to be FOIA and OMA officers.

**H. Other**

**VIII. Announcements**

- A. Next Board Meeting: February 19, 2018 at 7:00 p.m.
- B. Friends' Book & Bake Sale- Saturday, January 20th
- C. Friends' Murder Mystery Dinner Theater- March 9th & 10th

**IX. Adjournment**

**A motion to adjourn was made by S. Fairfield and seconded by D. Holden. The motion passed.**

The board adjourned at 6:11 pm