

**Chatham Area Public Library District
Board Meeting Minutes
Monday, January 18, 2016**

I. Board Meeting Called to Order, 5:30 p.m.

Present: Christine Westerlund, Susie Fairfield, Deborah Schumer, James Burgdorf, Michael Roubitchek, Chelsey Moore and Leslie Rios.

Also present were Amy Byers, Library Director and Linda Borst, Administrative Assistant.

II. Recognition of Visitors/Public Comments

There were no visitors present at tonight's meeting.

III. Approval of Minutes

It was noted that Board Member Michael Roubitchek's name is incorrectly spelled and will be corrected. There were no other changes to the minutes from November 16, 2015.

Motion to approve: moved by Susie Fairfield, 2nd by James Burgdorf, motion approved.

IV. Treasurer's Report/Review of Payments

Report has balanced for the last 2 months and all is in order. Clarification for the Christmas Bonus for staff and how that appears in payroll report. Amy will follow up on this and report back at next meeting.

Motion to approve: moved by Susie Fairfield, 2nd by Michael Roubitchek, motion approved.

V. Reports

A. Friends of the Library

The Friends' of the Library Book and Bake Sale is this weekend, Friday will be the preview night from 5 – 7 for Friends Members only and Saturday from 9 – 3. 16th Annual Murder Mystery Dinner Theater Fundraiser is March 4th and 5th. We had 14 individuals interested in 7 roles. The Friends Committee will meet tomorrow night to decide who will win the coveted roles. The membership chair person will be working on Friends Membership and how to attract more membership.

B. Library Foundation

Over the holiday season the Library did sell some of the ornaments. They were initially purchased around 1999 or 2000 and we still have individuals interested in purchasing. There are 4 different scenes: The Library, The Covered Bridge, Chatham Railroad Station and the Caldwell Mansion. April 26, 2016 will be the Foundation's next meeting.

C. Library Director's Report

A. Monthly Statistics – November and December had good circulation numbers.

B. Building/Equipment – We had a number of electrical issues that B & B Electric have been addressing both indoor and outside. As well as during the last rainfall we experienced several new leaks. Designed Roofing came out and worked on some of these areas. We will still continue to monitor.

C. Cataloging – Discard numbers are high due to the extensive weeding process that has been taking place. Staff member Karen has provided a list of reflections that outlines the process of weeding and why some items have been removed from the collection.

- D. Other – Library Staff have set a goal to reach 200,000 check-outs by end of the fiscal year. As of the end of December, we have circulated 99,347 items. This is 6,621 items more than last year at the same time.

Motion to approve: moved by Susie Fairfield, 2nd by Deborah Schumer, motion approved.

D. Newspaper Articles

Several articles appeared in the Chatham Clarion: Library Lines, Technology Petting Zoo, Chatham Flashback, Hillary Werth Art Show, Friends Book & Bake Sale, and an article that explains property taxes and the Library. The SJR included an article about the use of e-books and the rise in use at the Lincoln Library when we see just the opposite here at Chatham.

E. Tax Receipts Final Update

We have received the final distribution and to note the -103.99 in the 1994 Bond column. This is still being debated due to past areas that have been annexed into Springfield that were at that time considered Chatham.

F. Art Committee Report

On January 15th the reception was held for the Artwork of Hillary Werth and we had over 210 in attendance. This is one of the best received receptions that we have had to date. Our next show will be the 7th Annual Call to Entry Art Show and we currently have 28 entries. Deadline for entries is February 12. The remainder of the year is booked for various Art Shows.

G. Other

Let the minutes reflect there is no other items to discuss.

VI. Unfinished Business

A. Other

Let the minutes reflect there is no unfinished business to discuss.

VII. New Business

A. Adult area moving/purchase plan/APPROVAL

A timeline was provided for the moving of Reference Area and the plan to add additional seating and tables to this area for patron use. The hope is to improve flow and enhance features of the area that is underutilized at this time. A bid was presented from TransAction to purchase additional shelving at a cost of \$753.00.

Motion to approve: moved by Susie Fairfield, 2nd by James Burgdorf, motion approved.

B. Friends of the Library Annual Report/APPROVAL

The Friends of the Chatham Area Public Library Annual Report was presented for approval. It was noted that it would be helpful to have totals for each of the sections.

Motion to approve: moved by Susie Fairfield, 2nd by Deborah Schumer, motion approved.

C. Appointment of committee to review closed meeting minutes

Deborah Schumer and Susie Fairfield appointed.

D. Appointment of committee to review personnel policies

Michael Roubitchek and James Burgdorf appointed.

E. Appointment of FOIA/Open Meeting Act officers

Christine Westerlund and Susie Fairfield appointed.

F. Appointment of Personnel Committee for Director's Report

Leslie Rios and Chelsey Moore appointed.

G. Discussion regarding HVAC controls

Alpha Controls has informed the Library that a component in our current software will reach its end of life at the end of December. Alpha has given us their quote to replace the software. E.L. Pruitt recommended Environmental Control Solutions as a potential bidder. At this time no decision needs to be made, but Amy wanted the Board to be aware of what we are facing. At present Amy will be reaching out for references and speaking with other clients of Alpha Controls and Environmental Control Solutions. Funds for this upgrade will come from the Special Reserve Funds. It was suggested to contact Mark Cordes from Apace Engineering for input. Amy will proceed with more fact finding and report back to the Board.

H. Discussion on the 2007 GO Bond

Byers explained the history of the 2007 GO Bond and how we could have potential to essentially refinance to produce a savings to the tax payer. First Midstate and Bernardi Security offered to come to a board meeting to explain the Board's options.

I. Other

VIII. Announcements

- A. Next Library Board Meeting: February 15th at 7:00 p.m.**
- B. Friends' Book & Bake Sale: January 22nd and 23rd.**
- C. Friends' Murder Mystery Dinner Theater: March 4th and 5th**

IX. Adjournment

Motion to adjourn at 6:40 p.m. moved by Deborah Schumer, 2nd by James Burgdorf, motion approved.