

CHATHAM AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING AGENDA
Monday, October 17, 2016 7:00 PM

- I. Board Meeting Called to Order
All Board members present: C. Moore, M. Roubitchek, S. Fairfield, J. Burgdorf, C. Westerlund, D. Schumer, L. Rios. Let the record show Director Byers is also in attendance.
- II. Recognition of Visitors / Public Comments
No visitors/members of the public present.
- III. Special Guest: Richard Grafton, Estes, Bridgewater and Ogden
Grafton is in attendance to go over the CAPLD audit report and its findings with the library Board of Trustees. Overall, he noted no material weaknesses and no instances of non-compliance. The CAPLD assets are \$6,870,183.
- IV. Special Guest Chief Schumer, Chatham Fire Protection District
Chief Schumer is working with the Village of Chatham administration in order to try to explain the benefits of pre-annexing into the Village of Chatham to homeowners that are outside the Village limits. He explained that much like Library laws, Fire Protection Laws do not protect districts from municipalities that annex property. Currently, he and the Village of Chatham administration are working on neighborhoods near Chatham Middle/Intermediate Schools. These areas are part of the Chatham Area Public Library District and would be guaranteed to remain part of the District if they were pre-annexed into the Village of Chatham.
- V. Approval of Meeting Minutes: September 26, 2016
Motion to approve meeting minutes made by D. Schumer; 2nd S. Fairfield, motion carried.
- VI. Approval of Special Meeting Minutes: October 4th, 2016
Motion to approve special meeting minutes made by J. Burgdorf; 2nd D. Schumer, motion carried.
- VII. Approval of Executive Session Minutes (5ILCS120/2(c)(11): October 4th, 2016
Motion to approve Executive Session Minutes (5ILCS120/2(c)(11) made by D. Schumer; 2nd S. Fairfield, motion carried.
- VIII. Approval of Executive Session Minutes (5ILCS120/2(c)(2): October 4th, 2016
Motion to approve Executive Session Minutes (5ILCS120/2(c)(2) made by S. Fairfield; 2nd M. Roubitchek, motion carried.
- IX. Treasurer's Report / Review of Payments
According to our Treasurer CAPLD had another great month and everything balanced. Currently, we are around the 25% mark.

Motion to approve Treasurer's Report made by S. Fairfield; 2nd J. Burgdorf, motion carried.
- X. Reports
 - A. Friends of the Library
The Friends are scheduled to meet next week. They are currently working with a special guest to come to CAPLD and do a tea fundraiser.
 - B. Library Foundation

The Library Foundation met in September. Joan Parks is the new Treasurer.

C. Library Director's Report

The parking lot re-sealing will take place in Spring 2017. In personnel news, the position previously held by Linda Borst has been replaced and modified to a 25 hours/week position.

Motion to accept the Library Director's Report was made by D. Schumer; 2nd S. Fairfield, motion carried.

D. Newspaper Articles

Please note the variety of newspaper articles.

E. Art Committee Report

Quilters and the wood turner are coming into the library as the current photography exhibit is exiting.

F. Tax Receipts Update

CAPLD received our 9-12-2016 tax receipt update for the FY2016-2017.

G. Tree/Parking Lot Committee Update

A meeting was held with Linda Meyer, Susie Fairfield and Amy Byers. Any tree CAPLD removes needs to be in sync with the church. Previously, cheaper trees were bought for the parking lot area and subsequently they also have a shorter life span. In the future we may want to consider purchasing more expensive, longer-lasting trees.

Issues of parking lot lights and snow removal need to be added to the contract between CAPLD and St. Joseph the Worker Catholic Parish.

H. Other

XI. Unfinished Business

A. De-Annexed lake-leased properties Litigation / APPROVAL

Executive Session 5ILCS120/2(c)(11)

There was no discussion regarding lake-leased properties or the litigation.

B. Other

No other unfinished business.

XII. New Business

A. Levy & Assessment of Taxes Ordinance No. 2017-3 / APPROVAL

Motion to approve levy made by M. Roubitchek; 2nd D. Schumer. Voice vote, motion carried unanimously.

B. FY2016 Audit / APPROVAL

Motion made to approve the FY2016 audit made by S. Fairfield; 2nd J. Burgdorf. Voice vote, motion carried unanimously.

C. Personnel Policy : 3-90 and 3-90F Expenses and Professional Dues and Form / APPROVAL

Motion to approve the Personnel Policy: 3-90 and 3-90F Expenses and Professional Dues and Form made by J. Burgdorf; 2nd M. Roubitchek, motion carried.

D. Personnel Policy: 3-100 Gift Ban Policy /APPROVAL

Motion to approve the Personnel Policy: 3-100 Gift Ban Policy made by J. Burgdorf; 2nd D. Schumer.

E. Per Capita Requirement: Standards Review: Chapter 6: Services / APPROVAL

As a Board we looked at and approved Chapter 6: Services and S. Fairfield made a motion to approve; 2nd C. Moore, motion carried.

F. Library Board Foundation Representative /APPOINTMENT

As a Board, we decided to revisit this appointment next month after members had an opportunity to consult their schedules.

G. Other

XIII. Announcements

A. Next Board Meeting : November 21st, 2016

B. Deadline to file petitions for the April election: December 12th - 19th 2016

XIV. Adjournment

Motion to adjourn made by S. Fairfield; 2nd J. Burgdorf, motion carried.

Board adjourned at 8:25 PM.