

**Chatham Area Public Library District
Board Meeting Minutes
Monday, March 21, 2016**

I. Board Meeting Called to Order, 7:03 p.m.

Present: Susie Fairfield, Michael Roubitckek, Chelsey Moore, Leslie Rios and Christine Westerlund.

Absent: James Burgdorf, and Deborah Schumer.

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

There were no other changes to the minutes from February 15, 2016.

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

IV. Treasurer's Report/Review of Payments

Treasure's Report presented by Amy Byers in the absence of Deborah Schumer. February was a good month. Items of interest are: 529 –Sirsi Dynix Internet will be over budget due to a budgeting error.

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

V. Reports

A. Friends of the Library

The Friends' of the Library will meet tomorrow evening. The 16th Annual Murder Mystery Dinner Theater Fundraiser sold out all 3 performances. This is a first for this event.

Everything went very smoothly with the play, and catering. Amy will share the #'s at the next Board Meeting.

B. Library Foundation

Next Foundation Meeting is April 21, 2016.

C. Library Director's Report

A. Monthly Statistics – Circulation numbers are good and we have set a goal of circulation for 200,000 for this fiscal year and are currently at 130,000.

B. Building/Equipment – the shifting process is complete and the shelving is stored in the attic area. Amy will be meeting with furniture companies to discuss plans for the area.

Personnel/Other – Transitions have occurred in Back Circulation and Tech Services with current staff so no outside applicants were not needed to fill the positions.

Motion to approve: moved by Susie Fairfield, 2nd by Chelsey Moore, motion approved.

D. Newspaper Articles

Several articles appeared in the Chatham Clarion: Library Murder Mystery Dinner Theatre, Tax Forms at the Library, Adult Reading Program Winners, Library Lines, Dash for Stash Contest, Chatham Flashback, Juried Art Show and The Artwork of Hillary Werth is being featured in the Springfield Scene Magazine.

E. Art Committee

The winners of the 7th Annual Call to Entry were announced at a reception held on March 11th: Best in Show – Angels and the Monarch by Michelle Smith, Chatham Chamber Award – Leaning by Sue Scaife, Library Foundation Award – Sockeye Salmon Morning Run by Earl Meadows, Friends of the Library Award – Show the Way by Tracey Maras and Library Trustee Award – Pink Peonies by Lori Leytem. Also, the Library was mentioned in a recent Illinois Times Article.

F. Other

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

VI. Unfinished Business

A. HVAC Controls/Approval

Amy presented information in regards to the references obtained for both Alpha Controls and Environmental Control Solutions. Based on these references the general consensus was to proceed with Alpha Controls. The bid amount for Alpha Controls was \$13,873.00. Motion to approve: moved by Michael Roubitchek, 2nd by Susie Fairfield, motion approved. A voice called vote was then taken by all members present voting aye: Moore, Roubitchek, Fairfield, Westerlund and Rios let the record reflect that all present voted affirmative.

B. Other

Let the minutes reflect there is no other new business to discuss.

VII. New Business

A. B & B Electric/Approval

Invoice received from B & B Electric for amount of \$4,968.45. The funds were used from the Enterprise Fund to pay this invoice.

Motion to approve: moved by Susie Fairfield, 2nd by Chelsey Moore, motion approved. A voice call vote was then taken by all members present voting aye: Moore, Roubitchek, Fairfield, Westerlund and Rios let the record reflect that all present voted affirmative.

B. Parking Lot Resealing Discussion

Amy will continue discussion with the St. Joseph Church's Finance Committee. It is recommended to schedule a walk about to identify problem areas, photos before and after and to review on a more timely basis so that funds can be budgeted. Bids will be taken and the plan is to have the work done during August. Amy will keep the Board updated.

C. Attorney Discussion

It is that time again to reach out to our Attorney John Ellis and request a letter of interest. Amy will reach out and get the necessary documentation.

D. Other

Let the minutes reflect there is no other new business to discuss.

VIII. Announcements

A. Next Library Board Meeting: April 18th at 7:00 p.m.

B. Bond Discussion – 1st Midstate would like to come speak to the Board at the April meeting. Presentation will be limited to 10 – 15 minutes with question and answer. A meeting with Bernardi Securities will be scheduled at a later date

IX. Adjournment

Motion to adjourn at 7:35 p.m. moved by Susie Fairfield, 2nd by Michael Roubitchek, motion approved.