

**CHATHAM AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING MINUTES**

Monday, May 15, 2023 Started at 7:00 PM

I. Oath of Office for elected Trustees for:

Roubitchek administered the oath of office for the newly elected trustees, Dianne Roberts and Christine Westerlund. Trustee Vaughn's oath will be administered at the June meeting.

II. Officer Elections

M. Roubitchek explained that after an election, officers for the board need to be determined.

a. President

C. Westerlund nominated Michael Roubitchek, V. Ross seconded the nomination. The nomination was approved.

b. Vice-President

M. Roubitchek nominated Christine Westerlund, J. Moore seconded the nomination. The nomination was approved.

c. Secretary

M. Roubitchek nominated John Moore, V. Ross seconded the nomination. The nomination was approved.

d. Treasurer

M. Roubitchek nominated Vanessa Ross, C. Westerlund seconded the nomination. The nomination was approved.

III. Board Meeting Called to Order

Board President M. Roubitchek called the regular meeting of the Board of Trustees to order at 7:05 p.m. The following board members were present: C. Westerlund, J. Moore, V. Ross, and D. Roberts. Director Byers was also present.

Board Members absent: J. Vaughn.

IV. Recognition of Visitors / Public Comments

None present

V. Approval of Minutes from April 17th, 2023 Board meeting

A motion to approve the minutes from the April 17th board meeting was made by V. Ross, and seconded by J. Moore. The motion was approved.

VI. Approval of Executive Session Minutes from March 20th Board Meeting

A motion to approve the minutes of the executive session minutes from the March 20th board meeting was made by C. Westerlund and seconded by J. Moore.

VII. Treasurer's Reports / Review of Payments

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

VIII. Reports

e. Library Director's Report/APPROVAL

- Director reviews discussion with Jamie from Meristem Investors. M. Roubitchek explained the purpose of financial advisor and the building review for the new trustee.
- Jamie suggested we consider a CD for some of our savings to utilize the high interest rates right now for a short-term investment.
- Health Alliance will be our new insurance – hopefully will be in place this June. Chuck is also looking into a different option for our retirement plan, one that allows employees to invest as well which our current SEP plan does not.
- C. Westerlund asked if we have an HSA for employees and if it's something we're considering.
- A. Byers discussed HVAC units on the roof and need to replace at some point in the future.
- Parking lot – working with St. Joe's – pending discussions with them – we would like to get a solid plan of who is taking care of what part of the lot and what financial responsibilities the Library will have.
- Discussion and congratulations to Director Byers on her election to ILA President.

A motion to approve the Library Director's report was made by V. Ross, and seconded by C. Westerlund. The motion was approved.

f. Newspaper Articles

Newspaper articles were noted.

g. Friends of the Library Update:

- The Friends are preparing for their July book sale. Many donations have come in, due to garage sales.
- They gave the library over \$700 for new toys for the toddler area, and to Adult and Teen Summer Reading Programs.

h. Library Foundation Report

President Rubitchek reviewed the relationship between the Foundation, the Library and the Friends for the new Trustee. M. Roubitchek and A. Byers are drafting a document that will ensure that both the Library Board and Foundation understand their roles, and that there are no conflicts of interest in the fundraising or oversight of the project. The launch date for the start of fundraising will be June 9th, during the Summer Reading Kickoff.

i. Art Committee Update

Crafting and Ceramics group is next up, followed by Kristin Diehl Call to Entry will be in October with information going out to artists in July.

j. Other

There was no other business discussed.

IX. Unfinished Business

k. Appointment of a new Trustee / DISCUSSION

The Board discussed next steps in the process of appointing a new Trustee. The Trustees agreed to continue with the tradition of seeking letters of interest from the community, and interviewing candidates for the open position. A. Byers will create materials to notify members of the public about the open position.

l. Other

There was no other business discussed.

X. New Business

A. Proposed Budget FY 23-24 / REVIEW

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

- Byers presented the FY2-24 working budget. She explained that she used the quarterly usage reports to understand the busier and slower times in the library, and then staffing accordingly, thus causing some savings.
- Director Byers highlighted new features that she proposes that the library adopt in the new year, including an online chat feature, the use of targeting marketing, which will focus in on how people use the library, and highlight the materials/services/programming that fits their interests, and a discovery layer that would enhance how people locate our resources (within the catalog and beyond).
- M. Roubitchek asked about the ratio between personnel expenses and the rest of the budget. A. Byers explained that the personnel line went up about 4% over last year, but the ratio, more or less stayed the same.
- M. Roubitchek went over the budget timeline process for the new trustee, and explained that the working budget for the new fiscal year will be voted on next month.

B. FY24 Non-Resident Fee

Motion to approve the FY24 non-resident fee was made by J. Moore, and seconded by C. Westerlund. The motion was approved.

C. FY24 Meeting Dates

M. Roubitchek shared the meeting days for FY24, and noted that the proposed dates remain on the third Monday of the month at 7:00 p.m.

Motion to approve the FY24 meeting dates was made by C. Westerlund, and seconded by J Moore. The motion was approved.

D. Other

There was no other business discussed.

XI. Announcements

- A. Next Board Meeting: June 19th at 7pm

XII. Adjournment

D. Roberts motioned to adjourn, and V. Ross seconded. The motion to adjourn at 8:05 carried.