

CHATHAM AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING MINUTES
Monday August 21st 2023 7:00 PM

I. Board Meeting Called to Order

Board President M. Roubitchek called the meeting to order at 7:00 p.m. The following board members were present: J. Moore, C. Westerlund, J. Vaughn, V. Ross, D. Roberts, R. Whelpley. Director A. Byers was also present.

II. Recognition of Visitors / Public Comments

No visitors or members of the public were present

III. Approval of Minutes – Motion J. Vaughn, 2nd V. Ross motion was approved.

A motion to approve the meeting minutes from July 17, 2023 was made by J. Vaughn and seconded by V. Ross. The motion was approved.

IV. Treasurer’s Report / Review of Payments / APPROVAL

Treasurer V. Ross reviewed the financials for the month of July

A motion to approve the Treasurer’s Report / Review of Payments was made by J. Moore and seconded by C. Westerlund. The motion was approved.

V. Reports

A. Library Director’s Report / APPROVAL

- We have a savings of \$14k due to shifting from BCBS to Health Alliance
- Questionnaires were sent to local banks as to what services they can offer us.
- Starting in August we have reduced staffing in back-circulation
- Invited librarians from across the area to train on how to conduct sensory storytimes.

A motion to approve the Library Director’s Report was made by D. Roberts, and seconded by J. Vaughn. The motion was approved.

B. Friends of the Library Update

- The summer book sale was very successful
- The group is looking at ways to increase membership and update the Café/Bookstore’s signage

C. Library Foundation Report

- Appeal letters were mailed out, merchandise is selling well

D. Art Committee Update –

- Kristin Diehl is our artist until September. The reception was for her opening was really nice
- Call to Entry will be held in October – January

E. ILA Report

- Conference in Springfield. Theme has been created for the 2024 ILA conference

F. Tax Receipts Update

We continue to receive tax money

G. Newspaper Articles

Please see board packet for all of the news articles published during July 2023

H. Other

There was no other business to discuss

VI. Unfinished Business

A. Agreement between the Library Board of Trustees and the Library Foundation Board / APPROVAL

A motion to approve the Agreement between the Library Board of Trustees and the Library Foundation was made by C. Westerlund, and seconded by J. Vaughn. A Roll Call Vote was taken and the motion was approved.

B. Building Repair and the Backyard Project Timeline / DISCUSSION

A discussion was had about the Building Repair and the Backyard Project Timeline

C. Other

There was no other business to discuss

VII. New Business

A. Statement of Receipts and Disbursements FY23 / APPROVAL

A motion to approve the Statement of Receipts and Disbursements was made by C. Westerlund, and seconded by J. Moore. The motion was approved.

B. Illinois Public Library Annual Report (IPLAR) / APPROVAL –

A motion to approve the Illinois Public Library Annual Report (IPLAR) was made by J. Vaughn, and seconded by C. Westerlund. The motion was approved.

C. Policy 5-35 Study Rooms / APPROVAL

A motion to approve Policy 5-35 Study Rooms was made by J. Vaughn, and seconded by J. Moore. The motion was approved.

D. Q3 Usage Report / REVIEW

The board reviewed the Q3 Usage Report

E. Changes to the FY24 Budget / DISCUSSION

A discussion was had in regard to changes in the FY24 Budget

F. Combined Annual Budget and Appropriation Ordinance No. 2024-2 / REVIEW

The board reviewed the Combined Annual Budget and Appropriation Ordinance No. 2024-2

G. Estimate of Revenues by Source / REVIEW

The board reviewed the Estimate of Revenues by Source

H. Per Capita Requirements: Serving our Public 4.0 / REVIEW

- a. Chapter 1: Core Standards
- b. Chapter 2: Governance and Administration
- c. Chapter 3: Personnel
- d. Chapter 4: Access

Board members were reminded to review the Per Capita Requirements

I. Library Tour

Director Byers gave Board Trustees a tour of the library

J. Other

There was no other business to review

VIII. Announcements

A. Next Board Meeting and Budget Hearing: September 18th 2023

IX. Adjournment

A motion to adjourn the meeting was made by D. Roberts, and seconded by J. Vaughn. The motion was approved. The meeting adjourned at 8:00 p.m.