

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

Monday, September 18th 2023 7:00 PM

1. Public hearing on Combined Annual Budget and Appropriation Ordinance No. 2024-2 called to order

Called to order at 7:00 p.m. by Board President M. Roubitchek. A roll call was conducted. All Board members were present.

2. Public Comments

No comments

3. Public Hearing Adjourned

A motion to adjourn the public hearing was made by J. Vaughn and seconded by D. Roberts. The motion was approved.

I. Board Meeting Called to Order

Board President M. Roubitchek called the meeting to order at 7:01 p.m. The following board members were present: C. Westerlund, J. Moore, V. Ross, J. Vaughn, D. Roberts, R. Whelpley. Director Byers was also present. – **called to order at 7:01 p.m.**

II. Special Guest: Jamie Rachlin, Meristem Advisors

Mr. Rachlin didn't appear at the meeting.

III. Recognition of Visitors / Public Comments – No Visitors

No visitors or members of the public were present.

IV. Approval of Minutes

A motion to approve the Regular Meeting Minutes: August 21st, 2023 was made by J. Vaughn and seconded by V. Ross. The motion was approved.

V. Treasurer's Report / Review of Payments

Board Treasurer V. Ross reviewed the financials for the month of August.

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

VI. Reports

A. Library Director's Report / APPROVAL

Director Byers gave her report on the Library.

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

B. Banking Report

Director Byers updated us that we have heard back from all of the banks that we reached out to with the exception of Clocktower.

C. Friends of the Library Update

Director Byers gave an update on the Friends. They have a little section of the library dedicated to the Foundation's Backyard Campaign that has garnered a lot of interest.

D. Library Foundation Report

Director Byers gave an update on the Foundation. The campaign for the Backyard continues to be successful.

E. Art Committee Update

C. Westerlund gave an update about the upcoming Call to Entry art show.

F. ILA Report – Trustee Track at ILA Conference

Director Byers gave update on ILA.

G. Tax Receipts Update

We continue to receive tax money.

H. Newspaper Articles

Please see the board packet for all the news articles published during August 2023.

I. Other

There was no other business to discuss.

VII. Unfinished Business

A. Building Repair and Financial Planning / DISCUSSION

A discussion was had about building repair and financial planning.

B. Other

There was no other business to discuss.

VIII. New Business

A. Combined Annual Budget and Appropriation Ordinance No. 2024-2 / APPROVAL

A motion to approve the Combined Annual Budget and Appropriation Ordinance No. 2024-2 was made by J. Vaughn and seconded by C. Westerlund. A roll call vote was conducted. The motion was approved.

B. Estimate of Revenues by Source / APPROVAL

A motion to approved the Estimate of Revenues by Source was made by V. Ross and seconded by R. Whelpley. A roll call vote conducted. The motion was approved.

C. Special Reserve Transfer / APPROVAL

A motion to approve the Special Reserve Transfer was made by J. Vaughn and seconded by V. Ross. A roll call vote was conducted. The motion was approved.

D. Authorizing the Purchase and Installation of a new HVAC Unit Ordinance No 224-3

Agenda item was tabled.

E. HVAC RTU # 12 Replacement or Repair / APPROVAL

Agenda item was tabled.

F. Patron Point Marketing Automation Platform / APPROVAL

Director Byers discussed this platform and the cost. Board President M. Roubitchek noted that per library policy 2-40 Purchasing and Authority to Spend that purchases in excess of \$5,000 but less than \$25,000 needed additional price quotes. Since this is

the only platform viable for our library needs after research was conducted, no additional quotes were needed.

A motion to approve Patron Point Marketing Automation Platform was made by C. Westerlund and seconded by J. Vaughn. A roll call vote was conducted. The motion was approved.

G. 4-45 Local History and Genealogy Collection Development Policy

A motion to approve 4-45 Local History and Genealogy Collection Development Policy was made by J. Vaughn and seconded by C. Westerlund. The motion was approved.

H. 4-100 Computer and Internet Acceptable Use Policy

A motion to approve 4-100 Computer and Internet Acceptable Use Policy was made by J. Moore and seconded by J. Vaughn. The motion was approved.

I. 5-40 Artwork Acquisitions Policy / APPROVAL

A motion to approve 5-40 Artwork Acquisitions Policy was made by J. Vaughn and seconded by C. Westerlund. The motion was approved.

J. Levy & Assessment of Taxes Ordinance No. 2024-3 / REVIEW

The Board reviewed Ordinance No. 2024-3. The ordinance will be placed on the October Board meeting agenda for approval.

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

- a. Chapter 5: Building Infrastructure and Maintenance
- b. Chapter 6: Safety
- c. Chapter 7: Collection Management

Board Members were reminded to review the Per Capita Requirements.

L. Other

None

IX. Announcements

A. Next Board Meeting: October 16th, 2023

X. Adjournment

A motion to adjourn the meeting was made by J. Vaughn and seconded by V. Ross. The motion was approved. The meeting adjourned at 8:15.