

**CHATHAM AREA PUBLIC LIBRARY DISTRICT**  
**BOARD MEETING MINUTES**  
Monday, October 16th 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: V. Ross, J. Vaughn, C. Westerlund, R. Whelpley and D. Roberts were present. Director Byers was also present. Board member J. Moore was absent.

**II. Recognition of Visitors / Public Comments**

No visitors or members of the public were present.

**III. Recognition of guest, David Leggans, Graham and Hyde Architects**

Mr. Leggans addressed questions and concerns with the board of trustees in regard to next steps with the building issues and project.

**IV. Approval of Minutes – September 18, 2023**

- **Decennial Committee on Local Government Efficiency Act Minutes**  
A motion to approve the Decennial Committee on Local Government Efficiency Act Minutes was made by J. Vaughn and seconded by C. Westerlund. The motion was approved.
  
- **Regular Board Meeting Minutes**  
A motion to approve the Regular Board Meeting Minutes: September 18<sup>th</sup>, 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 September.

A motion to approve the Treasurer's Report / Review of Payments was made by J. Vaughn and seconded by R. Whelpley. 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. 22-24 Strategic Plan, Year Two Update**

Director Byers gave an update on the strategic plan for year two.

**C. Friends of the Library Report**

Director Byers gave an update on the Friends of the Library.

**D. Library Foundation Report**

Director Byers gave an update on the Foundation. Bank & Trust have invested \$25,000 to The Backyard campaign.

**E. Art Committee Report**

Director Byers & C. Westerlund gave an update on the Art Committee and the most recent Call to Entry art show.

**F. Newspaper Articles**

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

**G. Tax Receipts Update**

We continue to receive tax money.

**H. Other**

There was no other business to discuss.

**VII. Unfinished Business**

**A. General Fund Banking / APPROVAL**

**A motion to switch the General Fund Banking from United Community Bank to Bank of Springfield was made by C. Westerlund, and seconded by J. Vaughn. The motion was approved.**

**B. Building Repairs / Financial Planning / DISCUSSION**

Director Byers discussed the next steps based on what our financial planner developed.

**C. Other**

**VIII. New Business**

**A. Levy & Assessment of Taxes Ordinance No. 2024-3 / APPROVAL**

**A motion to approve the Levy & Assessment of Taxes Ordinance No. 2024-3 was made by C. Westerlund and seconded by J. Vaughn. A roll call vote was conducted. The motion was approved.**

**B. RTU 12 Repair or Replacement / APPROVAL**

**A motion to go out for a bid to replace RTU 12 was made by R. Whelpley and seconded by V. Ross. The motion was approved.**

**C. Special Reserve Account Change at INB / APPROVAL**

**A motion to approve the Special Reserve Account Change at INB was made by D. Roberts and seconded by V. Ross. The motion was approved.**

**D. 5-15 Unattended Child / Dependent Adult / APPROVAL**

**A motion to approve 5-15 Unattended Child / Dependent Adult Policy was made by J. Vaughn and seconded by V. Ross. The motion was approved.**

**E. Per Capita Requirements: Serving our Public 4.0 / REVIEW**

- a. Chapter 8: System Member Responsibilities and Resource Sharing
- b. Chapter 9: Public Services: Reference and Reader's Advisory Services
- c. Chapter 10: Programming

**Board members were reminded to review the Per Capita Requirements.**

**F. Other**

There was no other business to discuss.

**IX. Announcements**

**A. Next Board Meeting: November 20th, 2023**

**X. Adjournment**

**A motion to adjourn the meeting was made by V. Ross and seconded J. Vaughn. The motion was approved. The meeting adjourned at 8:24 p.m.**