

CHATHAM AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING Minutes
Monday, January 15, 2024 5:30 PM

I. Board Meeting Called to Order

Board President M. Roubitchek called the meeting to order at 5:30 p.m. The following board members were present: D. Roberts, R. Whelpley, J. Vaughn, C. Westerlund, V. Ross. Director Byers was also present.

Board members J. Moore was absent.

II. Recognition of Visitors / Public Comments

No visitors or members of the public were present.

III. Approval of Minutes:

A motion to approve the Regular Board Meeting Minutes: November 20th, 2023 was made by J. Vaughn and seconded by C. Westerlund. The motion was approved.

A motion to approve the Special Board Meeting Minutes: December 18th, 2023 was made by C. Westerlund and seconded by J. Vaughn. The motion was approved.

IV. Treasurer's Reports -November/December 2023 / Review of Payments

Board Treasurer V. Ross reviewed the financial for the month of November and December. She noted that the transfer of bank accounts had begun, and that the transition has been smooth.

A motion to approve the Treasurer's Reports – November/December 2023 / Review of Payments was made by J. Vaughn and seconded by C. Westerlund. The motion was approved.

V. Reports

A. Library Director's Report /APPROVAL

- Director Byers stated that we were working on getting new HVAC unit
- Newsletters have been sent out with new Patron Point
- Our talented graphic designer, Sarah Suits, has created a new mascot for New User Tote Bags.

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

B. Newspaper Articles

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

C. Friends of the Library Report

- Murder Mystery cast has been selected. It will take place 03.15 & 03.16.
- February event to celebrate our members

D. Library Foundation Report

- Money raised for Backyard \$151k,
 - \$70k from anonymous donors
 - \$33k from business partners
 - \$48k from patrons

E. Art Committee Update

- Call to Entry was successful and wonderful
- Pastel society coming in next for two months

F. ILA Report

- Director Byers gave an update on ILA.

G. Tax Receipts Update

We received our last payment in November.

H. Other

There was no other business to discuss.

VI. Unfinished Business

A. Other

There was no unfinished business to discuss.

VII. New Business

A. Library credit card / APPROVAL

A motion to approve a new Library credit card was made by J. Vaughn and seconded by R. Whelpley. The motion was approved.

B. Closed Meeting Minutes Review / APPROVAL

A motion to approve the Closed Meeting Minutes Review was made by J. Vaughn and seconded by C. Westerlund. A roll call vote was conducted. The motion was approved.

C. CAPLD Strategic Plan – Year 3 Goals / APPROVAL

A motion to approved the CAPLD Strategic Plan – Year 3 Goals was made by D. Roberts and seconded by J. Vaughn. The motion was approved.

D. 2023 4th Quarter Usage Report / REVIEW

- Board President M. Roubitchek asked the board to review the usage report

E. Freedom of Information Act / Open Meeting Act Officers / APPOINTMENT

- The board appointed C. Westerlund to officer for Freedom of Information Act and M. Roubitchek officer for Open Meeting Act.

A motion to approved the Freedom of Information Act / Open Meeting Act Officers was made by J. Vaughn and seconded by V. Ross. The motion was approved.

F. Library Director Evaluation Committee/ APPOINTMENT

- The board appointed M. Roubitchek, D. Roberts, C. Westerlund to the Library Director Evaluation Committee.

A motion to approved was made by C. Westerlund and seconded by J. Vaughn. The motion was approved.

G. Other

VIII. Announcements

A. Next Board Meeting: February 19th at 7 p.m.

B. [Friends' Murder Mystery Fundraiser: March 15th & 16th](#)

IX. Adjournment – Adjourned at 6:15pm

A motion to adjourn the meeting was made by J. Vaughn and seconded by D. Roberts. The motion was approved. The meeting was adjourned at 6:15 p.m.