

**CHATHAM AREA PUBLIC LIBRARY DISTRICT**  
**BOARD MEETING MINUTES**  
Monday, November 20th 2023 7:00 PM

**I. Board Meeting Called to Order**

Board President M. Roubitchek called the meeting to order at 7:02 p.m. The following board members were present: J. Moore, V. Ross, J. Vaughn, C. Westerlund, R. Whelpley and D. Roberts were present. Director Byers was also present.

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

No visitors or members of the public were present.

**III. Recognition of guest, Jim Legg, Estes, Bridgewater and Ogden**

Mr. Legg was not in attendance.

**IV. Approval of Minutes from Regular Meeting**

**A motion to approve the Regular Board Meeting Minutes: October 16th, 2023 was made by J. Vaughn and seconded by C. Westerlund. The motion was approved.**

**V. Treasurer's Report / Review of Payments**

Board Treasurer V. Ross reviewed the financials for the month of October. Director Byers noted the increase in interest received from the general fund this year.

**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 noted that she conducted a SOAR analysis with the staff at their last staff meeting. Information gleaned from this activity will be used to determine our year 3 strategic plan initiatives.

She also talked about the popularity of this fall's puzzle race, and that it will return again this winter.

Additional quotes for the original 1995 plumbing will be conducted before presenting options to the board to address the water temperature issue in the main restrooms.

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

**C. Friends of the Library Report**

Director Byers gave an update on the Friends of the Library that included their plans to increase membership for 2024, as well as offer tote bags for our youngest first-time cardholders.

**D. Library Foundation Report**

Director Byers gave an update on the Foundation that included Board Member, Jane Hay speaking to the Jaycees as well as the Chatham Chamber regarding fundraising for The Backyard Project. M. Roubitchek mentioned that the Library Board will need to work on construction questions so that the Library Board is ready when the Foundation gifts the Library funding for this project.

**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. ILA Report**

Director Byers noted upcoming events with the ILA, and discussed last months conference. The four trustees that attended the conference shared what they learned and spoke positivity about the experience.

**G. Tax Receipts Review**

Director Byers highlighted where we are in receiving tax money, and shared that we have one payment left (November) to receive.

**H. Other**

There was no other business to discuss.

**VII. Unfinished Business**

**A. Other**

There was no unfinished business to discuss.

**VIII. New Business**

**A. FY23 Audit / APPROVAL**

M. Roubitchek asked if this item could be tabled until next month, due to the guest speaker not being present. No further action was taken.

**B. Paid Time Off - PLAW ACT / Discussion**

Director Byers highlighted the new law that goes into effect on January 1<sup>st</sup>. She presented her suggestion as to how the Library might want to handle this new law. Discussion was had regarding the law, and pros and cons of each method of implementation. Director Byers will bring more information to the board at their next meeting.

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

- a. Chapter 11: Youth and Young Adult Services
- b. Chapter 12: Technology
- c. Chapter 13: Marketing, Promotion and Collaboration

M. Roubitchek highlighted the last three chapters in Serving our Public, and encouraged the board to review them.

**D. Other**

There was no other business to discuss.

**IX. Announcements**

**A. Next Special Board Meeting: December 18th, 2023 at 7:00 p.m.**

**X. Adjournment**

**A motion was made by J. Vaughn and seconded by C. Westerlund to adjourn the meeting. The motion was approved. The meeting adjourned at 8:11 p.m.**