

CHATHAM AREA PUBLIC LIBRARY DISTRICT
SPECIAL BOARD MEETING MINUTES
Monday, December 18th 2023 7:00 PM

I. Board Meeting Called to Order

Board President M. Roubitchek called the meeting to order at 7:03 p.m. The following board members were present: R. Whelpley, J. Vaughn, C. Westerlund, M. Roubitchek, J. Moore. Director Byers was also present.

Board members V. Ross & D. Roberts were absent.

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 reviewed and discussed the FY2023 Audit.

IV. Unfinished Business

A. FY23 Audit / APPROVAL –

A motion to approved FY2023 Audit was made by J. Vaughn and seconded by J. Moore. The motion was approved.

B. Employee Personnel Manual / APPROVAL

Director Byer reviewed and discussed modifications that were made to the Personnel Manual.

A motion to approve the Employee Personnel Manual to incorporate the modifications was made by J. Vaughn and seconded by J. Moore. A roll call vote was conducted. The motion was approved.

C. Other

There was no other business to discuss.

V. New Business

A. RTU 12 Replacement – Sealed Bid Opening / APPROVAL

Board President M. Roubitchek and fellow board members open sealed bids and reviewed documents from E.L. Pruitt and Henson Robinson. E.L. Pruitt provided all required documents with a bid proposal of \$56,663. Henson Robinson provided all required documents with the exception of an example project schedule with a bid proposal of \$57,880.

In accordance with 75 ILCS 16/40-45, 75 ILCS 5/5-5, 820 ILCS 130/0.01 a motion to approve E.L. Pruitt's bid proposal to replace RTU 12 was made by J. Moore and seconded by C. Westerlund. A roll call vote was conducted. The motion was approved.

B. Architect Selection for Building Issues / APPROVAL

A motion to approve Graham & Hyde's bid proposal of \$4,000 for the removal and rework of two existing elevated brick planters was made by C. Westerlund and seconded by J. Vaughn. The motion was approved.

A motion to approve Graham & Hyde's bid proposal of \$18,000 to incorporate landscaping improvements to the south entrance was made by J. Vaughn and seconded by C. Westerlund. The motion was approved.

C. Other

There was no other business to discuss.

VI. Announcements

A. Next Board Meeting: January 15th, 2023 at 5:30 p.m. (please note earlier time).

VII. Adjournment:

A motion to adjourn the meeting was made by J. Vaughn and seconded by J. Moore. The motion was approved. The meeting was adjourned at 7:46 p.m.