

CHATHAM AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING MINUTES
Monday, February 19th, 2024 7:00 PM
Meeting held in the Library Conference Room

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: C. Westerlund, J. Vaughn, V. Ross, D. Roberts, J. Moore, R. Whelpley. Director Byers was also present.

II. Recognition of Visitors / Public Comments

No visitors or members of the public were present.

III. Approval of the Minutes

Board Member D. Roberts noted a typo in the regular board meeting minutes. The typo has since been corrected.

A motion to approve the Regular Board Meeting Minutes: January 15th, 2024 was made by J. Vaughn and seconded by V. Ross. The motion was approved.

IV. Treasurer's Reports / Review of Payments

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

A motion to approve the Treasurer's Reports / 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 met with Graham & Hyde & Massie & Massie to discuss finalizing plans for The Backyard and planter boxes.
- E.L. Pruitt came out to address issues with two units.
- We have received our new tote bags for new, young cardholders. They are fantastic, and we are looking into creating a similar tote for non-first-time cardholders.

A motion to approve the Library Director's Report was made by D. Roberts and seconded by J. Moore. 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 Update

- Murder Mystery rehearsal have begun and are going well.
- Love your Library Member Event was held on 02.07.24
- Subcommittee has been formed to look at the marketing needs for the bookstore/café.

D. Library Foundation Report

- We received an additional \$5,000 for The Backyard from Bank & Trust

E. Art Committee Update

- The IPPS had their art reception on 02.09.24, and it was well attended.
- Multi-talented local artist, Linda Post-Lucas will be our next artist display.

F. ILA Report

- Director Byers gave an update on ILA.

G. Library Director Evaluation Committee/ UPDATE

- Board President M. Roubitchek discussed that the evaluation committee had met, and that an evaluation survey would be emailed out to all board members.

H. Other

There was no other business to discuss.

VI. Unfinished Business

A. Financial Projections and Long-Term Planning / DISCUSSION

A discussion was had in regard to financial projections and long-term planning for the library.

B. Other

There was no unfinished business to discuss.

VII. New Business

A. Succession Plan / APPROVAL

Director Byers noted some minor changes to the succession plan.

A motion to approve the Succession Plan was made by J. Vaughn and seconded by V. Ross. The motion was approved.

B. 2-40 Authority to Spend and Purchasing Policy / REVIEW

Board President M. Roubitchek asked the board to review 2-40 Authority to Spend and Purchasing Policy.

C. Other

There was no other business to discuss.

VIII. Announcements

A. Next Board Meeting: March 18th at 7 p.m.

B. Buy your [tickets](#) now: Friends' Murder Mystery Fundraiser: March 15th and 16th

IX. Adjournment

A motion was made by J. Vaughn and seconded by V. Ross to adjourn the meeting. The motion was approved. The meeting adjourned at 7:53 p.m.