

CHATHAM AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING MINUTES
Monday, October 21st 2024 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, C. Westerlund, J. Vaughn, R. Whelpley, D. Roberts. Director Byers was also present. Board member J. Moore was absent.

II. Recognition of Visitors / Public Comments

No visitors were present or public comments were made.

III. Approval of Minutes

- **Regular Board Meeting Minutes – September 16th, 2024**
A motion to approve the regular board meeting minutes from September 16th, 2024 was made by D. Roberts and seconded by J. Vaughn. The motion was approved.
- **Focus Group Meeting Minutes – September 28th, 2024**
A motion to approve the focus group meeting minutes from September 28th, 2024 was made by D. Roberts and seconded by J. Vaughn. The motion was approved.
- **Focus Group Meeting Minutes – October 2nd, 2024**
A motion to approve the focus group meeting minutes from October 2nd, 2024 was made by V. Ross and seconded by C. Westerlund. The motion was approved.
- **Special Meeting Minutes – October 14th, 2024**
A motion to approve the special meeting minutes from October 14th, 2024 was made by D. Roberts and seconded by V. Ross. The motion was approved.

IV. Treasurer's Report / Review of Payments / APPROVAL

Vanessa Ross and Director Byers reviewed the September financials.

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

V. Reports

A. Library Director's Report/APPROVAL

Director Byers gave an update on all the library happenings for the month.

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

B. Friends of the Library Report

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

C. Library Foundation Report

Director Byers gave an update on the Library Foundation.

D. Art Committee Report

C. Westerlund gave an update on the recent Call to Entry Show and Reception.

E. ILA Report

Director Byers gave an update on ILA and the recent Annual Conference.

F. Tax Receipts Update

We received tax income in September.

G. Other

There was no other business to discuss.

VI. Unfinished Business

A. Building Repairs, Financial and Referendum Planning / DISCUSSION

A discussion was had regarding the building repairs, financial and referendum planning.

B. Other

There was no other business to discuss.

VII. New Business

A. Referendum Ordinance No. 2025-4 / REVIEW

Board President M. Roubitchek asked the board to review Referendum Ordinance No. 2025-4.

B. FY25 Audit firm / APPROVAL

The board tabled the approval of FY25 Audit firm all more time to discuss and review the bid proposals.

C. Levy & Assessment of Taxes Ordinance No. 2025-3 / APPROVAL

A motion to approve Levy & Assessment of Taxes Ordinance No. 2025-3 was made by J. Vaughn and seconded by V. Ross. A roll call vote was conducted. The motion was approved.

D. 1-60 Confidentially of Library Records /APPROVAL – D. Roberts, V. Ross, all approved.

E. 1-70 Freedom of Information Act / APPROVAL

F. 1-80 Board of Trustees Ethics Statement / APPROVAL

A motion to approve 1-60 Confidentially of Library Records, 1-70 Freedom of Information Act and 1-80 Board of Trustees Ethics Statement was made by D. Roberts and seconded by V. Ross. All the motion was approved for all three items.

G. 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 President M. Roubitchek asked the board to review the Per Capita Requirements.

H. Other

There was no other business to discuss.

VIII. Announcements

- A. Next Board Meeting: November 18th, 2024**

IX. Adjournment

A motion to adjourn the meeting was made by J. Vaughn and seconded by V. Ross. The motion was approved and the meeting was adjourned at 7:59 p.m.