

CHATHAM AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING MINUTES
Monday, January 20, 2025 5:30 PM

I. Board Meeting Called to Order

Vice President C. Westerlund called the meeting to order at 5:30 p.m.

Board members present J. Moore, J. Vaughn, D. Roberts, R. Whelpley, V. Ross, & M. Roubitchek via phone. Director Byers, Business Mgr. E. Beeman, and Adult Services Supervisor A. Sablotny were also present.

II. Recognition of Visitors / Public Comments

No visitor or public comments.

III. Approval of Regular Meeting Minutes

A. November 18th, 2024: A motion to approve the November 18th, 2024 Regular Meeting Minutes was made by J. Vaughn and seconded by J. Moore. The motion was approved.

B. December 10th, 2024: A motion to approve the December 10th, 2024 Regular Meeting Minutes was made by J. Vaughn and seconded by J. Moore. The motion was approved.

IV. Approval of Working Group Meeting Minutes

A. November, 14th, 2024: A motion to approve the November 14th, 2024 Working Group Minutes was made by D. Roberts and seconded by J. Vaughn. The motion was approved.

B. January 9th, 202: A motion to approve the January 9th, 2024 Working Group Minutes was made by J. Moore and seconded by V. Ross. The motion was approved.

V. Treasurer's Reports -November/December 2024 / Review of Payments

Treasurer V. Ross & Director Byers reviewed the Treasurer's Reports / Review of Payments.

A motion to approve the Treasurer's Reports – November & December 2024 and Review of Payments was made by J. Vaughn and seconded by J. Moore. The motion was approved.

VI. Reports

A. President's Report

Director Byers on behalf of Board President M. Roubitchek reminded the board about how Board member and staff employees must abide by the Ethics Ordinance 2004-5. They are not allowed to participate on campaign activities on library property, during work time and/or using library resources.

B. Library Director's Report /APPROVAL

Director Byers noted that we had Bacon & Van Buskirk out recently to address some glass issues that occurred in the month of December. She also noted that our custodian has officially retired and our new custodian is doing well, and we will

need to look for a new carpet cleaner. Erica is looking for a new business to partner with in regard to mailing our newsletter, as the previous company has ceased operations.

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

C. Friends of the Library Report

The cast of the 25th Annual Murder Mystery had their first walk through on January 16th. Director Byers and her husband, Ryan, will be on Community Voices to discuss and promote the show. The café/bookstore continues to extremely well on a weekly basis.

D. Library Foundation Report

The Foundation received another \$5000 from Bank & Trust as their continued support The Backyard Project. Bidding for the Project has begun to determine the cost of building it.

E. Art Committee Update

The next art show will feature the talents of our staff employees and volunteers.

F. ILA Report

Director Byers gave an update on ILA.

G. Tax Receipts Update

We have received all tax money for FY2024-2025.

H. Ethics Commission Update

The Ethics Commission will be meeting this Wednesday, January 22nd. They will discuss their roles and expectations, as directed in the Ethics Ordinance 2004-5.

I. Other

VII. Unfinished Business

A. Building Repair and Financial Planning / DISCUSSION

A discussion was had regarding the long-term financial and building needs, with the marketing committee providing updates from their recent meeting.

B. Other

VIII. New Business

A. CAPLD Strategic Plan – Year 4 Goals / APPROVAL

A motion to approve the CAPLD Strategic Plan – 4 Year Goals was made by J. Vaughn and seconded by J. Moore. The motion was approved.

B. 2025 Personnel Manual / Approval

A motion to approve the 2025 Personnel Manual was made by D. Roberts and seconded by V. Ross. The motion was approved.

C. 4-105 Social Media Policy / APPROVAL – JV, JM – approved

A motion to approve 4-105 Social Media Policy was made by J. Vaughn and seconded by J. Moore. The motion was approved.

D. Closed Meeting Minutes Review / APPROVAL

There were no closed meeting minutes therefore no approval was needed.

E. B&B Electric Proposal – LED Retrofit Project / DISCUSSION

A discussion was had about the B&B Electric LED Retrofit Project. It was decided to pursue this project later in the spring.

F. 2024 3rd & 4th Quarter Usage Reports / REVIEW

C. Westerlund asked the trustees to review the usage reports.

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

H. Library Director Evaluation Committee/ APPOINTMENT

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

A motion to approve the Library Director Evaluation Committee was made by J. Vaughn and seconded by V. Ross. The motion was approved.

I. Other

IX. Announcements:

- A. Next Board Meeting: February 17th at 7 p.m.
- B. Town Hall Meetings – February 26th and March 1st
- C. Friends' Murder Mystery Fundraiser: March 14th & 15th
- D. Other

X. Adjournment

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