

CHATHAM AREA PUBLIC LIBRARY DISTRICT

BOARD MEETING MINUTES

Monday, March 17th, 2025 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: J. Vaughn, V. Ross, D. Roberts, R. Whelpley, J. Moore. Director Byers, Business Mgr. E. Beeman and Adult Services Supervisor A. Sablotny were also present. Board member C. Westerlund was absent.

II. Recognition of Visitors / Public Comments

No visitors or public comments.

III. Approval of the Minutes

A. Chamber Luncheon/Presentation: February 13th, 2025:

A motion to approve the Chamber Luncheon / Presentation on February 13th, 2025 was made by D. Roberts and seconded by J. Vaughn. The motion was approved.

B. Regular Board Meeting: February 17th, 2025:

A motion to approve the Regular Board Meeting Minutes on February 17th, 2025 was made by R. Whelpley and seconded by J. Vaughn. The motion was approved.

C. Town Hall Meetings / Presentation: February 26th and March 1st, 2025:

A motion to approve the Town Hall Meetings / Presentations on February 26th and March 1st, 2025 was made by D. Roberts and seconded by V. Ross. The motion was approved.

IV. Treasurer's Reports / Review of Payments

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

A motion to approve the Treasurer's Reports / Review of Payments was made by J. Vaughn, and seconded by D. Roberts. The motion was approved.

V. Reports

A. President's Report

Board President M. Roubitchek reminded the board about how Board members 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 let the board know that our current health insurance will not be available in 2026. To stay ahead, we've asked our current insurance agent, the Bank of Springfield, as well as a company that IHLS uses, to provide proposals. We expect to have those options ready for discussion at our next meeting in April.

The RFID project is progressing well. Staff members from different departments have been busy tagging items. While we won't be able to tag our entire collection, we can assure that the materials going in and out will be tagged when the system starts in April.

Additionally, Director Byers shared that the Children and Youth Services team has developed procedures to manage disruptive children or groups in the department.

Bank & Trust Co. has teamed up with us again for our 11th yard sign, which looks fantastic. Lastly, in April, Director Byers will meet with Meghan Harmon's family to talk about the next steps for our tribute to her.

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

C. Friends of the Library Update

The Friends annual Murder Mystery was held this past weekend and was dedicated in memory of Meghan Harmon. The show raised close to \$5000. The Friends would like to have a month-long push for membership prior to the Sweet Corn Booksale, and they are in the process of updating their by-laws.

D. Library Foundation Report

The architect from Graham & Hyde opened eight bid proposals for The Backyard Project. The Foundation board discussed the bids and next steps at their meeting which took place before this board meeting.

E. Art Committee Update

Our next art show will be with the Illinois Prairie Pastel Society and the Sangamon Watercolor Society.

F. ILA Report

Director Byers noted that she did not attend ALA's Voices for Libraries in Washington D.C. earlier this month. It was decided the timing was not right, and plans will be forthcoming. She was honored to speak at the Youth Services Institute in Bloomington, and that she will be speaking at the Reaching Forward South Conference in April, and she will have one more ILA board meeting before becoming ILA's past president in July.

G. Library Director Evaluation Committee/ DISCUSSION

Board President M. Roubitchek announced that the committee has decided to delay this meeting until next week. In the meantime, if you haven't finished your Library Director Evaluations, please complete them and submit them before the meeting next week.

H. Other

VI. Unfinished Business

A. Building Repairs Due to Water Infiltration / DISCUSSION

The trustees talked about the long-term financial and building needs. Board President M. Roubitchek mentioned that the finance committee should get together in the next few weeks to discuss what to do next.

B. Other

VII. New Business

A. Bid proposals for the Library Foundation's project: The Backyard /APPROVAL

A motion to approve bid proposals for the Library Foundations' project: The Backyard contingent that the Foundation has the funds available to proceed with the project was made by J. Vaughn and seconded by V. Ross. A roll call vote was conducted. The motion was approved.

B. Quarterly Usage Report / REVIEW

Board President M. Roubitchek asked the trustees to review the usage reports.

C. Other

VIII. Announcements

A. Next Board Meeting: April 21st at 7:00 p.m.

B. Sangamon County Statement of Economic Interests due by May 1st

IX. Adjournment

A motion to adjourn the meeting was made by D. Roberts and seconded by J. Vaughn. The motion was approved. The meeting was adjourned at 8:08 p.m.