

**CHATHAM AREA PUBLIC LIBRARY DISTRICT**  
**BOARD MEETING MINUTES**  
Monday, April 21st, 2025 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: J. Moore, D. Roberts, V. Ross, J. Vaughn, C. Westerlund, R. Whelpley. Director Byers & Business Mgr. E. Beeman were also present.

**II. Recognition of Visitors / Public Comments**

No visitors or public comments.

**III. Approval of the Regular Library Board Meeting Minutes from March 17, 2025**  
**A motion to approve the Regular Library Meeting Minutes from March 17, 2025 was made by J. Vaughn and seconded by V. Ross. The motion was approved.**

**IV. Approval of the Library Director Evaluation Committee Meeting from April 8<sup>th</sup>, 2025**

**A motion to approve the Library Director Evaluation Committee Meeting Minutes from April 8, 2025 was made by D. Roberts and seconded by C. Westerlund. The motion was approved.**

**V. 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 J. Moore. The motion was approved.**

**VI. Reports**

**A. President's Report**

Board President M. Roubitchek congratulated the board for the successful Consolidated Election.

**B. Library Director's Report/APPROVAL**

Director Byers reported that the staff recently participated in the Annual Staff Institute Day, and it was our first time back in the library since COVID, and it was a fantastic day, that was informative and fun. She highlighted that at this meeting a representative from the Sangamon County Department of Health gave us boxes of Narcan, a treatment designed to reverse the effects of a life-threatening opioid emergency, with the intent of sharing it with the community. Library staff was trained on how to use administer Narcan, in case there was an emergency.

She also mentioned that throughout the month she was interviewed by local news channels before and after the election, about the referendum and the next steps. Director Byers and Adult Services Librarian M. Meyerhoff were interviewed by a

LLCC student, who is aspiring to become a Librarian. Director Byers also discussed her position at Career Day at GIS.

The RFID Project continues to progress, and once 80% of our collection is tagged, we can shift to RFID being used in circulation for check in and check out.

Youth Services is hard at work preparing for Summer Reading and Book Camp. This year's theme is Level Up at our Library, and Maddie our Youth Services Assistant is creating a video game wonderland in the children's area. It is going to be a great time, especially given the huge success of our spring break activities. Over 500 kids participated in the activities!!

Adult Service Supervisor A. Sablotny presented and attended the Reaching Forward South Conference in Effingham and Circulation Supervisor L. Mitkos also attended the conference.

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

**C. Annual Financial Information Disclosure for FY24 Review**

Director Byers asked the Board of Trustees to review the Annual Financial Information Disclosure for FY24.

**D. Newspaper Articles**

Please see board packets for all the news articles published during the month.

**E. Friends of the Library Update**

The Friends plan to kick off a membership drive in June before their book sale in July. Their membership year has changed from a calendar to fiscal year.

They are in the process of finalizing their by-laws. Once they are approved, they will be present to the Library Board for final approval.

**F. Library Foundation Report**

A groundbreaking for the Backyard Project is scheduled for May 9<sup>th</sup> at 11 a.m.

There will be hard hats, gold shovels and will take place after story time so the littles can be part of the celebration. The Foundation is just short of its goal, and will continue to fundraise during the summer.

**G. Art Committee Update**

Board Trustee reminded the board that the next art reception is this coming Friday, April 25<sup>th</sup>, and it will be showcasing the work of the Illinois Prairie Pastel Society.

**H. ILA Report**

Director Byers reported that she recently traveled to Edwardsville to speak about funding cuts with the IMLS and what effects that would have on public libraries, and intends to go to additional meetings in the future.

She also mentioned that the ILA has won an Intellectual Freedom Award from the American Library Association, and has been asked to accept the award at their annual conference this June in Philadelphia. While at this conference she plans to

attend the Library Design and Construction Project Management: The Tools you need to Build your Best Library Space pre-conference.

**I. Finance Committee Update**

Board President M. Roubitchek deferred this topic to be discussed under New Business Topic A: FY26 Staff Health Insurance / DISCUSSION.

**J. Other**

**VII. Unfinished Business**

**A. Long-term Financial and Building Needs / DISCUSSION**

The trustees talked about the long-term financial and building needs. Director Byers mentioned that the finance committee has a meeting scheduled with Kevin Heid of Stifel Public Finance to discuss the next steps to address the repairs in the building.

**B. B&B LED Lighting Conversion Proposal / DISCUSSION**

The Board of Trustees discussed the B&B LED Lighting Conversion Proposal. R. Whelpley abstained from this conversation.

**C. Other**

**VIII. New Business**

**A. FY26 Staff Health Insurance / DISCUSSION**

The trustees discussed switching Agents of Record, and have agreed with Director Byers recommendation to work with Bank of Springfield. Bank of Springfield provided two insurance options, and will help us navigate the next steps of the insurance process.

**B. Library Director Evaluation/ APPROVAL**

**A motion to move into Executive Session was made by D. Roberts and seconded by J. Vaughn. The motion was approved.**

During the executive session a discussion of Director Byers' job performance and salary for FY26 occurred.

**A motion to adjourn the executive session was made by R. Whelpley and seconded by J. Moore. The motion was approved.**

**A motion to approve the Library Director's Evaluation and salary increase was made by D. Roberts and seconded by C. Westerlund. The motion was approved.**

**C. Other**

**IX. Announcements**

**A. Next Board Meeting: May 19th, 2025, at 7:00 p.m.**

**X. Adjournment**

**A motion to adjourn the meeting was made by J. Vaughn and seconded by D. Roberts. The motion was approved and the meeting adjourned at 8:02 p.m.**