

CHATHAM AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING MINUTES
Monday, May 19, 2025 7:00 PM

I. Oath of Office for elected Trustees

The elected officers took the oath of office at 7:03 p.m.

II. Officer Elections

- **President** – A motion to nominate M. Roubitchek was made by C. Westerlund and seconded by J. Vaughn.
- **Vice-President** – A motion to nominate C. Westerlund was made by M. Roubitchek and seconded by R. Whelpley.
- **Secretary** – A motion to nominate J. Moore was made by M. Roubitchek and seconded by J. Vaughn.
- **Treasurer** – A motion to nominate V. Ross was made by M. Roubitchek and seconded by C. Westerlund.

All of the Officer nomination motions were approved.

III. Board Meeting Called to Order:

Board President M. Roubitchek called the meeting to order at 7:07 p.m. The following board members were present: C. Westerlund, J. Vaughn, V. Ross, R. Whelpley. Director Byers and Business Mgr. E. Beeman were present.

Board members Absent: J. Moore, D. Roberts

IV. Recognition of Visitors / Public Comments

No visitors or public comments.

V. Approval of Minutes from April 21st, 2025:

A. Library Director Evaluation Committee Meeting

A motion to approve the Library Director Evaluation Committee Meeting Minutes was made by J. Vaughn and seconded by C. Westerlund. The motion was approved.

B. Regular Board meeting

A motion to approve the Regular Board Meeting Minutes was made by J. Vaughn and seconded by C. Westerlund. The motion was approved.

C. Executive Session Minutes from April 21st, 2025 Board Meeting

A motion to approve the Executive Session Meeting Minutes was made by C. Westerlund and seconded by J. Vaughn. The motion was approved.

VI. 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 C. Westerlund. The motion was approved.

VII. Reports

A. Library Director's Report/APPROVAL

Director Byers reported that our health insurance representative D. James from BOS recently met with all full-time staff to discuss the upcoming options for health insurance in FY26. The goal is to be on the new health plan by July 1st.

She also mentioned that we have been focusing on the landscaping in the parking lot, while working with the Church to determine who is responsible for what. And, on May 9th the Springfield Garden Club added new plants to our side of the parking lot.

Staff from Adult and Technical Services and Circulation continue tagging items for the RFID conversion project. Items in YA and Large Print are completed.

Youth Services is preparing for summer reading and book camps which begins May 31st. And, Maddie has transformed the area into Mario Bros. theme, including the Book Nook that now looks like Princess Peach's castle.

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

B. Newspaper Articles

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

C. Friends of the Library Update

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

D. Library Foundation Report

The Groundbreaking for the Backyard Project took place on May 9th, and it was well attended.

E. Art Committee Update

Our next show will be June 7th – June 21st featuring the work of Michelle Smith, on behalf of the United Way. After Michelle's show we preparing for Call to Entry in the fall.

F. ILA Update

Director Byers informed the board that her last meeting as ILA President was held the second week of May. She will begin her term as Past-President July 1st, and her tasks will include chairing the nominating committee for ILA's next board, chairing executive board meetings and DEI board trainings and evaluate the Executive Director.

G. Finance Committee Update

The Finance Committee met with K. Heid from Stifel to discuss the next steps in regard to the long term financial and building needs.

H. Other

VIII. Unfinished Business

A. Other - None

IX. New Business

A. Proposed Budget FY 25-26 / REVIEW

Board President M. Roubitchek as the board to review the proposed Budget FY25-26.

B. Engagement with Stifel for Building Repairs Financing / APPROVAL

A motion to approve the Engagement with Stifel for Building Repairs financing is contingent based on the Library Attorney's review was made by C. Westerlund and seconded by J. Vaughn. The motion was approved.

C. Staff Health Insurance / APPROVAL

A motion to approve the Staff Health Insurance was made by R. Whelpley and seconded by J. Vaughn. A roll call vote was conducted. The motion was approved.

D. FY26 Non-Resident Fee / APPROVAL

A motion to approve the FY26 Non-Resident Fee was made by J. Vaughn and seconded by R. Whelpley. The motion was approved

E. FY26 Meeting Dates / APPROVAL

A motion to approve the FY26 Meeting Dates was made by J. Vaughn and seconded by C. Westerlund. The motion was approved.

F. Other

X. Announcements

A. Next Board Meeting: June 16th, 2025 at 7 p.m.

XI. Adjournment

A motion to adjourn the meeting was made by J. Vaughn and seconded by C. Westerlund. The meeting was adjourned at 7:58 p.m.