

**CHATHAM AREA PUBLIC LIBRARY DISTRICT**  
**BOARD MEETING MINUTES**  
Monday, June 16th, 2025 7:00 PM

**I. Oath of Office for elected Trustee**

John Moore, elected officer, took the oath of office at 7:00 p.m.

**II. Board Meeting Called to Order**

Board Vice President C. Westerlund called the meeting to order at 7:03 p.m. The following board members were present: J. Moore, J. Vaughn, D. Roberts, R. Whelpley. Director Byers & Business Mgr. E. Beeman were also present.

Board members absent: V. Ross & M. Roubitchek

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

No visitors or public comments

**IV. Approval of Minutes**

**A motion to approve the regular Board Meeting Minutes from May 19<sup>th</sup> was made by J. Vaughn, and seconded by R. Whelpley. The motion was approved.**

**V. Treasurer's Report / Review of Payments / APPROVAL**

Director Byers reviewed the Treasurer's Report / Review of Payments.

**A motion to approve the Treasurer's Report was made by J. Moore, and seconded by D. Roberts. The motion was approved.**

**VI. Reports**

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

Director Byers mentioned to the board that we are very busy with all things summer. Book Camp and Summer Reading are very busy, and the kids are enjoying the activities and prizes. We have finalized our Health Insurance coverage for our staff that are eligible. The Heart Association will be here later this year to provide a CPR Training to staff that are interested in learning. We will also be creating a display for Narcan that will be rolled out to the public. Director Byers also mentioned that she recently reached out to Linda Suits, who will be retiring from the Illinois Capital Development Board, and would love to help the library in any capacity. And, lastly, we hired a new page.

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

**B. Friends of the Library Update**

The Friends' Membership Drive kicked off June 1<sup>st</sup> and is underway. The first 100 members will be recognized as a star. They have also finalized their by-laws.

**C. Art Committee Update**

We currently featuring the work of Michelle Smith on behalf of the United Way. And, information about Call to Entry is starting to come together for the show in the fall.

**D. ILA Report**

Director Byers provided an update that her time as ILA President is wrapping up towards the end of the month.

**E. FY26 Tax Receipts**

We have started receiving tax income in May.

**F. Other**

**VII. Unfinished Business**

**A. Proposed Budget FY 25-26 / APPROVAL**

**A motion to approve the Proposed Budget FY25-26 was made by J. Vaughn, and seconded by J. Moore. A roll call vote was conducted, and the motion was approved.**

**B. LED Conversion Project / DISCUSSION**

The board discussed the LED Conversion Project.

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

The board discussed the Long-term Financial and Building needs, including when plans could be drawn to determine the projected costs of the water repair building project. Graham and Hyde Architects plan to start work on this in late Summer/Early Fall.

**D. Other**

**VIII. New Business**

**A. Memorial Planter for Meghan Harmon / APPROVAL**

**A motion to approve the Memorial Planter in Memory of Meghan Harmon was made by J. Vaughn, and seconded by D. Roberts. A roll call voted was conducted, and the motion was approved.**

**B. Employee Pension Benefits / DISCUSSION**

Director Byers & Business Mgr. E. Beeman discussed with the board the various options presented regarding Pension Benefits offered by Bank of Springfield.

**C. Building Interior Master Plan / DISCUSSION**

The board discussed the Building Interior Master Plan.

**D. Second Quarter Usage Report / REVIEW**

Board Vice President C. Westerlund asked the board to review the Second Quarter Usage Report.

**E. FY25- 27 Policy Review Schedule / REVIEW**

Board Vice President C. Westerlund asked the board to review the FY25-27 Policy Review Schedule.

**F. Library Foundation's The Backyard Project /DISCUSSION and TOUR**

Director Byers discussed the progress of the Foundation's Backyard Project, and provided a tour of the work that has been done so far.

**G. Other**

**IX. Announcements**

**A. Next Board Meeting – July 21st, 2025**

**B. Friends of the Library Book Sale – July 19th, 2025**

**X. Adjournment**

**A motion to adjourn the meeting was made by J. Vaugh, and seconded by J. Moore. The motion was approved and the meeting was adjourned at 8:15 p.m.**