

**CHATHAM AREA PUBLIC LIBRARY DISTRICT**  
**BOARD MEETING MINUTES**  
Monday, August 18<sup>th</sup>, 2025, 7:00 PM

**I. Board Meeting Called to Order**

Board President M. Roubitchek called the meeting to order at 7:02 p.m. The following board members were present: C. Westerlund, J. Moore, J. Vaughn, D. Roberts, R. Whelpley & V. Ross. Director Byers & Business Mgr. E. Beeman were also present.

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

No Visitors or public comments.

**III. Special Guests Josh Jacoby and Drew Davis, from Bank of Springfield**

Mr. Jacoby and Mr. Davis discussed and reviewed the SIMPLE IRA Plus pension plan.

**IV. Approval of Minutes**

**A motion to approve the regular Board Meeting Minutes from July 21<sup>st</sup> was made by D. Roberts and seconded by J. Vaughn. The motion was approved.**

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

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

**A motion to approve the Treasurer's Report / Review of Payments was made by J. Vaughn and seconded by C. Westerlund. The motion was approved.**

**VI. Reports**

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

It has been a busy summer. Summer Reading and Book Camp were very successful, and the youth services department are thinking of new ideas for next summer. Our new auditors were here at the beginning of the month. They were here for two days doing field work, and we will have a call with them to review their findings. The library was named as a beneficiary in a patron's estate and will be receiving funds from it.

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

**B. Friends of the Library Update**

The Friends Book Sale last month was a huge success. The membership drive has also been very successful with 92 members and 31 lifetime members.

**C. Library Foundation Report**

The backyard project is nearing the end. Great Lakes Ace Hardware had a round up program, that gave the project an additional \$600.00. There will be a Ribbon Cutting & Reception on September 10<sup>th</sup> from 5:30 – 7:00 p.m.

**D. Art Committee Update**

Our current art show will be up until the end of August. Call to Entry applications went live at the beginning of the month. And, the art committee is currently developing the 2026 artist lineup.

**E. ILA Report**

Director Byers noted that she is now in charge of two ILA committees as Past-President, and will evaluate the Executive Director in the spring. She also noted that Director's U was a great success. And lastly, the library was selected to be highlighted in an

institutional spotlight for the ILA website.

**F. Tax Receipts Update**

We continue to receive tax income.

**G. Other**

**VII. Unfinished Business**

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

The board continues to have discussions about the Long-term Financial and Building needs and next steps.

**B. The Backyard: Next Steps /DISCUSSION**

Director Byers gave the Board an update on the progress of the Backyard Project and next steps, including a Donor Recognition Event on September 10<sup>th</sup>, 2025.

**C. Other**

**VIII. New Business**

**A. Illinois Public Library Annual Report (IPLAR) / APPROVAL**

A motion to approve the Illinois Public Library Annual Report (IPLAR) was made by J. Vaughn and seconded by V. Ross. The motion was approved.

**B. Special Reserve Fund Transfer / APPROVAL**

A motion to approve the Special Reserve Fund Transfer of \$24,340.00 was made by C. Westerlund and seconded by J. Vaughn. A roll call vote was taken. The motion was approved.

**C. Executive Coaching / APPROVAL**

A motion to approve Executive Coaching for A. Byers was made by J. Vaughn and seconded by C. Westerlund. The motion was approved.

**D. Combined Annual Budget and Appropriation Ordinance No. 2026-2 / REVIEW**

Board President M. Roubitchek asked the board to review the Combined Annual Budget and Appropriation Ordinance No. 2026.2

**E. FY26 Estimate of Revenues by Source / REVIEW**

Board President M. Roubitchek asked the board to review the FY26 Estimate of Revenues by Source.

**F. Master Plan / DISCUSSION**

Director Byers discussed having a master plan for future needs. We have one proposal from FGMA Architects, but waiting to share to give Graham & Hyde an opportunity to submit a proposal as well.

**G. Library Tour and Board Photo**

The Board took a tour of the library, including the progress of The Backyard Project, and took a new Board of Trustees photo.

**H. Other**

**IX. Announcements**

**A. Next Board Meeting and Budget Hearing: September 15<sup>th</sup>, 2025**

**X. Adjournment**

A motion to adjourn the meeting was made by J. Vaughn and seconded by J. Moore. The motion was approved, and the meeting adjourned at 8:05 p.m.