

**CHATHAM AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING MINUTES
Monday, January 19, 2026, 5:30 PM**

I. Board Meeting Called to Order

Board President M. Roubitchek called the meeting to order at 5:32 p.m.

Board members present were J. Moore, V. Ross, C. Westerlund, J. Vaughn, D. Roberts. R. Whelpley was not present. Director Byers & Business Mgr. E. Beeman were also present.

II. Recognition of Visitors / Public Comments

No visitors or public comments.

III. Approval of Regular Meeting Minutes

A. November 17th, 2025

A motion to approve the Regular Board Meeting Minutes from November 17th, 2025 was made by J. Vaughn and seconded by J. Moore. The motion was approved.

IV. Approval of Special Meeting Minutes

A. November 24th, 2025

B. December 1st, 2025

C. December 8th, 2025

A motion to approved the Special Meeting Minutes from November 24th, 2025, December 1st, 2025 and December 8th, 2025 was made by C. Westerlund and seconded by D. Roberts. The motion was approved.

V. Treasurer's Reports -November/December 2024 / Review of Payments

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

A motion to approve the Treasurer's Reports – November / December 2024 and 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

Director Byers provide updates on the library. The Energy Transition grant was approved and in the next stages. Due to our declining phone system quality, we are in the process of updating our phone system and switching to Snapcom. By doing this we will save over \$4,000. And, the library staff recently participated in a staff engagement session for our master plan. Director Byers also shared staff department updates with the board.

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

B. Friends of the Library / Library Foundation Report

Longtime Café / Bookstore Coordinator, Kay Tichenal, has informed us that she will be retiring at the end of May 2026. The transition has begun, and the plan moving forward is to have several volunteers take on different aspects. Tickets for the 26th Annual Murder Mystery are now on sale. And on the Foundation side, V. Ross transferred funds from the Community Foundation to the Bank & Trust account in order to repay the library for the final Backyard payment.

C. Art Committee Update

The art committee will be hanging the Library's personal art collection as our next art show.

D. ILA Report

Director Byers gave an update on ILA.

E. Tax Receipts Update

We have received all the tax money for FY2025-2026

F. Ethics Commission Update

The Ethics Committee recently met, and appointed committee members to another two year commitment.

G. Other

VII. Unfinished Business

A. Building Repair and Financial Planning / DISCUSSION

The board of trustees continued the discussion of building repair and financial planning. We are waiting to hear back from our architect with plans to proceed, and the finance committee will meet with financial institutions to discuss how to proceed with funding over the next couple of weeks.

B. Other

VIII. New Business

A. Employee Handbook / APPROVAL

A motion to approve the Employee Handbook was made by J. Vaughn and seconded by D. Roberts. The motion was approved.

B. CAPLD Strategic Plan – Year 5 Goals / APPROVAL

A motion to approved the CAPLD Strategic Plan – Year 5 Goals was made by J. Moore and seconded by V. Ross. The motion was approved.

C. 1-80 Board of Trustees Ethics Statement /APPROVAL

A motion to approve 1-80 Board of Trustees Ethics Statement was made by J. Vaughn and seconded by J. Moore. The motion was approved.

D. 4-45 Local History and Genealogy Collection Development / APPROVAL

A motion to approve 4-45 Local History and Genealogy Collection Development was made by J. Vaughn and seconded by J. Moore. The motion was approved.

E. 5-19 Library Photographing and Recording / APPROVAL

A motion to approve 5-19 Library Photographing and Recording was made by J. Vaughn and seconded by J. Moore. The motion was approved.

F. 5-90 Friends of the Library /APPROVAL

A motion to approve 5-90 Friends of the Library was made by C. Westerlund and seconded by V. Ross. The motion was approved.

G. Closed Meeting Minutes Review / APPROVAL

There were no closed meeting minutes therefore no approval was needed.

H. 2025 4th Quarter Usage Reports / REVIEW

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

I. Freedom of Information Act / Open Meeting Act Officers / APPOINTMENT

The board appointed C. Westerlund to officer for the Freedom of Information Act and M. Roubitchek officer for the Open Meeting Act.

J. Library Director Evaluation Committee/ APPOINTMENT

The board appointed M. Roubitchek, C. Westerlund and D. Roberts to the Library Director Evaluation Committee.

K. Other

IX. Announcements

A. Next Board Meeting: February 16th at 7 p.m.

B. Community Engagement Session for Master Plan: January 21st at 6:00 pm

C. Friends' Murder Mystery Fundraiser: March 14th & 15th

D. Other

X. Adjournment

A motion to adjourn the meeting was made by J. Moore and seconded by C. Westerlund. The motion was approved. The meeting was adjourned at 6:23 p.m.