

CHATHAM AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING MINUTES

Monday, February 16th, 2026 7:00 PM

The meeting will be held in the Library Conference Room

I. Board Meeting Called to Order

Board President M. Roubitchek called the meeting to order at 7pm. The following board members were present: C. Westerlund, J. Vaughn, D. Roberts, J. Moore, V. Ross, R. Whelpley.

II. Recognition of Visitors / Public Comments

No visitors or public comments.

III. Special Guest: Riley Martin, Lauterbach & Amen, LLP.

IV. Approval of the Minutes

A. Regular Meeting: January 19th, 2026

A motion to approve the regular meeting minutes was made by J. Vaughn & seconded by C. Westerlund. The motion was approved.

B. Finance Committee Meeting: February 5th, 2026

A motion to approve the Finance Committee Meeting Minutes from February 5th, 2026 was made by R. Whelpley & seconded by V. Ross. The motion was approved

V. Treasurer's Reports / Review of Payments

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 & seconded by J. Moore. The motion was approved.

VI. Reports

A. Library Director's Report/APPROVAL

Director Byers provided an overview of library activities and updates from the past month. Department Heads recently completed CPR and AED certification training through the CAPLD Fire Department. Electrical circuits were installed in the study rooms to address performance issues related to RTU10 in those areas. We are also meeting with landscapers to enhance and maintain our new backyard space.

The Children's Department continues to stay busy and has begun preparations for Summer Reading. Adult Services has also remained very active, with programming for the next quarter now finalized. Upcoming highlights include the *Harry Potter* traveling exhibit and a month-long celebration of Arab American Heritage Month.

Technical Services and Circulation continue their RFID implementation efforts. We also recently said goodbye to P. Cox, a Circulation Assistant who served the library for eight years. We thank them for their dedication and contributions to the library.

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

B. Friends of the Library & Foundation Update

The Friends' Annual Murder Mystery is coming up on March 13th & 14th. The transition in the Bookstore is moving forward, with 5 individuals taking on roles to maintain the bookstore when Kay retires.

C. Art Committee Update

Our current show highlights the Library's permanent collection. The next show will feature watercolorist Donald Landry, & the committee is in talks with the Springfield Camera Club for a future show.

D. ILA Report

Director Byers provide an update on the ILA. She highlighted that she is working on an article for the ILA Reporter that will highlight the SIU Medical School Library, as well as, our Backyard Project.

E. Library Director Evaluation Committee/ UPDATE

Board President M. Roubitchek updated the trustees that evaluation forms for the library director will be sent out soon & that he would like them back before the next meeting.

F. Finance Committee / UPDATE

Board President M. Roubitchek gave an update of our meetings with the various bank institutions (Stifel, INB, BOS) & potential options for financing & our attorney. He also explained the next plans – construction, financial, & legal plans to move the project forward by start of September.

G. Other

VII. Unfinished Business

A. Building Repair Project / DISCUSSION

A discussion was had regarding the building repairs and next step to proceed forward.

**1. TPO Roofing Repair /APPROVAL – JV, JM, motion was approved
A motion the TPO Roofing Repair was made by J. Vaughn & seconded by J. Moore. The motion was approved.**

**2. East-Side Planter Repair /APPROVAL
A motion to approve the East Side Planter Repair was made by J. Vaughn & seconded by J. Moore. The motion was approved.**

**3. HVAC Plan / APPROVAL – JM, VR motion was approved
A motion to approve the HVAC Plan contingent on bid proposals was made by J. Moore & seconded by V. Ross. The motion was approved.**

4. Graham & Hyde Options

a. North Elevation Option #1 or #2/ APPROVAL

A motion to approve North Elevation Option #2 was made by D. Roberts & seconded by V. Ross. The motion was approved.

b. East Elevation Option #1 or #2 / APPROVAL

A motion to approve East Elevation Option 32 was made by J. Moore & seconded by C. Westerlund. The motion was approved.

B. Other

VIII. New Business

A. FY25 Audit / APPROVAL – CW, JV motion was approved

A motion to approve FY25 Audit was made by C. Westerlund & seconded by J. Vaughn. The motion was approved.

B. Succession Plan / APPROVAL

A motion to approve the Succession Plan was made by D. Roberts & seconded by V. Ross. The motion was approved.

C. 2-10 Budget/REVIEW

Board President M. Roubitchek asked the board to review 2-10 Budget.

D. 2-20 Fund Balance/APPROVAL

A motion to approve 2-20 Fund Balance was made by J. Vaughn & seconded by F. Ross. The motion was approved.

E. 2-30 Payment & Banking Procedures/APPROVAL

A motion to approved 2-30 Payment & Banking Procedures was made by J. Moore & seconded by V. Ross. The motion was approved.

F. 2-80 Capital Assets / APPROVAL

A motion to approve 2-80 Capital Assets was made by R. Whelpley & seconded by V. Ross. The motion was approved.

G. Other

IX. Announcements

A. Buy your tickets now: Friends' Murder Mystery Fundraiser: March 13th & 14th

B. Next scheduled Board Meeting: March 16th at 7 p.m.

X. Adjournment

A motion to adjourn the meeting was made by C. Westerlund & seconded by D. Roberts. The motion was approved, & the meeting was adjourned at 8:45pm.