

CHATHAM AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING MINUTES
Thursday June 18th 2018 7:00 PM

I. Board Meeting Called to Order

A call to order was made by C. Westerlund, President, at 7:01 p.m. S. Fairfield, acting secretary, conducted a roll call. Board members in attendance: C. Westerlund, M.

Roubitchek, D. Holden. C. Moore and S. Fairfield.

Absentees: L. Ross

Please note that Director Byers and Administrative Assistant Lewis were present.

II. Recognition of Visitors / Public Comments

No visitors or members of the public were present.

III. Approval of Minutes

A motion to approve the May 21, 2018 minutes was made by D. Holden and seconded by C. Moore. The motion passed.

IV. Treasurer's Report / Review of Payments

Director Byers noted that there was nothing to report other than that there would be some reserve funds leftover due to remaining amount of payroll.

A motion to approve the Treasurer's Report and Review of Payments was made by S. Fairfield and seconded by D. Holden. The motion passed.

V. Reports

A. Friends of the Library

Director Byers reported that the Friends are preparing for the Sweet Corn Book Sale next month. The book store manager resigned this week and they are developing written procedures for the next hire. They will advertise the open position in the coming newsletter.

B. Library Director's Report

Director Byers reported that the refrigerator compressor in the café went out. The cost to repair would be \$1,700 so, the Friends are looking to replace the unit.

Activity picked up in the library three weeks prior to the end of the school year. Now that the Summer Reading program has begun, the library is extremely busy.

A motion to approve the Library Director's Report was made by M. Roubitchek and seconded by D. Holden. The motion passed.

C. Lighting Savings Update

Board members commented on the \$452 savings in the last bill cycle. They discussed how the saving being less this month might be due increased electrical usage resulting from Summer Reading program activity and recent hot temperatures.

D. Tax Receipts Update

There were no additional comments made about tax receipts.

E. Village Annexation Update

Board members commented that the annexation going through will be a great benefit to the library and will enable for the new fire sub-station plans to move forward.

F. Newspaper Articles

Director Byers commented that not every library is or can be a Family Search Affiliate Library. It is too early to tell if the new designation will increase usage of the genealogy database.

G. Art Committee Report

C. Westerlund reported that the RATS show is up. Art shows for the remainder of the year have been arranged.

H. Other

There was no other business to discuss.

VI. Unfinished Business

A. Proposed Budget FY 18-19

Board members remarked on the new budget layout. C. Westerlund called for questions on the budget. Director Byers reported that she has already been moving on getting security camera quotes and has secured two bids which will be brought to the July meeting. Discussion of insurance, pension and amnesty for fines was followed by a motion to approve the budget.

A motion to approve the FY 18-19 Proposed Budget was made by D. Holden and seconded by S. Fairfield. S. Fairfield conducted a roll call vote. All trustees present voted in the affirmative. The motion passed.

Executive Session 5ILCS120/2(c)(2)

The Executive Session not was deemed necessary.

B. Other

There was no other unfinished business.

VII. New Business

A. Prevailing Wage Resolution FY19

M. Roubitchek made a motion to approve Prevailing Wage Resolution, C. Moore seconded. Motion was approved.

B. B&B Invoice

Director Byers noted that the invoice included replacements for lighting around the building other than the main lighting.

A motion to approve payment of the B&B invoice was made by S. Fairfield and seconded by M. Roubitchek. S. Fairfield conducted a roll call vote. All trustees present voted in the affirmative. The motion passed.

C. Board Meeting and Publish Dates FY19

A motion to approve and publish the FY19 Board Meeting dates was made by M. Roubitchek and seconded by D. Holden. The motion passed.

VIII. New Trustee Discussion

Trustees discussed contacting the previous top applicant to offer the open trustee position to. If the applicant is not interested or unable to take the position, they will follow the standard application process of advertising in the paper for applicants.

E. Other

There was no other new business to discuss

VIII. Announcements

A. Next Board Meeting – July 16, 2018

B. Friends' Book Sale – July 21st, 2018

IX. Adjournment

A motion to adjourn was made by D. Holden and seconded by M. Roubitchek. The motion passed.

The board meeting adjourned at 7:32 p.m.