

**CHATHAM AREA PUBLIC LIBRARY DISTRICT**  
**BOARD MEETING MINUTES**

Monday, February 21st, 2022 7:00 PM

Meeting held in the Library Conference Room

**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, D. Holden, V. Ross, and E. Bolinger. Director Byers was also present.

Board Members Absent: L. Ross, J. Moore

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

No visitor's present or public comments

**III. Approval of the Minutes**

**A motion to approve the minutes from the January 17, 2022 board meeting was made by V. Ross and seconded by D. Holden. The motion was approved.**

**IV. Treasurer's Reports / Review of Payments**

Board Treasurer E. Bolinger reviewed the financial report for January. We received a generous donation for the summer reading program, which will be matched by the donor's employer. Building repairs were high due to HVAC repairs, and building maintenance and grounds was prepayment for lawn care.

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

**V. Reports**

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

- Our numbers are starting to build back up. January was slower because we had pulled back on programming due to rise in numbers, but a lot is coming back for February and March.
- Dampers in the study rooms have been fixed, and the kitchen dampers are being looked at for future repair.
- Children's furniture and new bubble towers have been added to the Children's / YA area.
- Friend of the Café are back open. The actors have been rehearsing for the upcoming Murder Mystery. It will be April 8<sup>th</sup> & 9<sup>th</sup> in the Children's area to allow better airflow and more space to spread out.
- Chuck Frank, our IT Supervisor, is retiring later this year. Looking into a company that will be able to provide us with a technician 24/7. More details will be coming in the next month.
- The Book Bike has arrived, and we are excited to put it together and start using it in the community.

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

**B. Newspaper Articles**

Please see the board packet for all of the news articles published during January 2022.

**C. Library Director Evaluation Committee/ UPDATE**

Board President M. Roubitchek asked the trustees to review Director Byer's self-evaluation and complete the Library Director Evaluation before the next board meeting. The committee will review the evaluations and make a proposal at the April meeting.

**D. Other**

There was no other business to discuss.

**VI. Unfinished Business**

**A. Pandemic Response / APPROVAL**

The Pandemic document will be updated and fall in line with Gov. Pritzker's guidelines. Masks will be optional for both patrons and staff beginning February 28, 2022. Introduction of toys and games, and reduction of space to pre-pandemic levels will happen when the vaccine for 0-4 year olds becomes available.

**A motion to approve the Pandemic Response was made by V. Ross and seconded by E. Bolinger. The motion was approved.**

**B. Other**

**VII. New Business**

**A. Policy 3-147 Employee Classifications/ DISCUSSION**

Director Byers discussed that the employee classifications have been updated so employees have a better understanding of their employment status and benefit eligibility.

**B. Policy 3-150 Employee Benefits / DISCUSSION**

Director Byers has updated the employee benefits making it clearer for employees to understand their eligible benefits after consulting with HR Source and BCSD HR Director R. Bolinger about PTO vs. Vacation, Sick Leave and Personal Days.

**C. Other**

There was no other business to discuss.

**VIII. Announcements**

A. Next Board Meeting: March 21st at 7 p.m.

B. Save the Date: Friends' Murder Mystery Fundraiser: April 8<sup>th</sup> and 9<sup>th</sup> 2022

C. ILA Trustee Spring Workshop information: <https://www.ila.org/events/trustee-workshops>

**IX. Adjournment**

**A motion to adjourn the meeting was made by D. Holden and seconded by V. Ross. The motion was approved. The meeting adjourned at 7:36 p.m.**