

CHATHAM AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING MINUTES
Monday, April 19th, 2021 7:00 PM

Meeting held in Library Galleries – Entry through the South door

I. Board Meeting Called to Order at 7:00 p.m.

Board of Trustees Present: J. Moore, C. Westerlund, E. Bolinger, M. Roubitchek, L. Ross, D. Holden present.

Board of Trustees absent: C. Moore

Director Byers is also present.

II. Recognition of Visitors / Public Comments

No visitors or members of the public present

III. Approval of Minutes of Regular March 15, 2021

A motion to approve the March 2021 meeting minutes was made by E. Bolinger and seconded by J. Moore. The motion was passed.

IV. Approval of Minutes of Director Evaluation Committee Meeting from March 15, 2021

A motion to approve the Director Evaluation Committee meeting minutes was made by J. Moore, and seconded by D. Holden. The motion was passed

V. Treasurer's Reports / Review of Payments

E. Bolinger reviewed the March 2021 financials and everything looks good. Library expenses of note include \$445 for Summer Reading Virtual Program, and \$336.38 for building repair in the roof where the old and new parts of the building connect.

A motion to approve the Treasurer's Reports / Review of Payments was made by C. Westerlund and seconded by L. Ross. The motion was passed.

VI. Reports

A. Library Director's Report / APPROVAL

Monthly Statistics: Circulation for March was around 16,000 compared to 23,000 in 2019, and patrons in the library was around 3,500 compared to 10,000 in 2019. Things are kind slow still in the library, but the more the library opens back up it will continue our numbers will increase.

Building/Equipment: At the library's main entrance there are two substantial cracks that will need to be addressed. The crack closer to handicap parking is worse than the one located near the main road. We could patch the cracks, but it a water based issue that will continue to worsen and will need to be fixed.

Friends of the Library: Good amount of money was raised with the Virtual Murder Mystery. This money will help with the purchase of the Library's book bike. Director Byers mentioned that this year murder mystery was the most chill and was and enjoyable, fun event. Thank you for the support.

The bookstore will open May 3, three days a week. There will be on donation day, and more details and will be forthcoming in regard to how it will be regulated.

Library Foundation: The foundation will be meeting this Thursday, April 22nd. This will be their first time meeting since 2019.

Personnel/Other: St. Joe's Priest, Father John will be retiring in July. Amy will work with the new Priest regarding the shared parking lot and shed.

The Exploring Race Committee and GHS Social Justice Club will be having their film screening and discussion of “Driving While Black” this week for high school students at GHS. ALA announced CAPLD received grant funding for a community wide film screening and discussion.

A motion to approve the Director’s Report was made by C. Westerlund and seconded by E. Bolinger. The motion was passed.

B. FY21 4th quarter Budget Review

There is extra money in salaries because hours and personnel were reduced in FY21 due to pandemic. Based on current projections at the end of FY21 we will have some surplus to move into our Special Reserve Fund. Director Byers asked for direction as to making upgrades prior to next fiscal year when financials will be tighter.

M. Roubitchek said Director Byers could with discretion use the money if the costs were under the \$5,000 threshold. The Board has agreed to allow Director Byers to move ahead the suggested plans.

C. FY22 Preliminary Budget Review

The budget for FY22 will be tighter because of the increased cost of Health Insurance, minimum wage increases and the loss of the revenue share agreement between the City of Springfield. Before it can have finalized in preparation to share with the Library Board at their May meeting, Director Byers has asked for guidance regarding the reimbursement amount for personnel expenses, furniture upgrades to the children’s area and library signage. The censuses of the trustees were to move forward with these projects as planned, as the board will still need to approve any costs over \$5,000.

D. Newspaper Articles

Please see the Board packet for all of the different library mentions in the newspaper articles over the past month.

E. Other

VII. Unfinished Business

A. Library Reopening Plan /APPROVAL

Director Byers proposed reopening the study rooms, adding additional soft furniture to the main area and inviting the Friends Bookstore volunteers back into the space to begin in May. there be no restriction on the amount of time or number of patrons in the building at a time. Also, she proposed that there is not a limit on the time patrons may stay in the building or how many patrons can enjoy the space at a time.

M. Roubitchek stated that Director Byers proposed ideas seem like reasonable next steps. He stated that the Library is slowly expanding back open, but the time line is reasonable.

A motion for taking the next steps in the Library Reopening plan in May was made by D. Holden and seconded by C. Westerlund.

B. Library Director Evaluation / APPROVAL

A motion to move into Executive Session was made by C. Westerlund and seconded by D. Holden by citing 5ILCS120(c)(2). The motion was passed.

During executive session a discussion of Director Byer's job performance and salary for FY22 occurred.

A motion to adjourn executive session was made by C. Westerlund and seconded by E. Bolinger. The motion was passed.

A motion to approve the Library Director's salary increase to \$78,255 was made by J. Moore and seconded by L. Ross. The motion was passed.

C. Other

No Other Old Business was discussed.

VIII. New Business

A. De-Annexation of CAPLD taxing boundaries by the City of Springfield / DISCUSSION

Director Byers has reached to the Library's attorney concerning the de-annexation notices received from the City of Springfield, but had not heard back from Springfield's Corporation Council by the time of this meeting. E. Bolinger said he would try to help in finding out more information by contacting the City.

B. AWE Children's Computer Stations /APPROVAL

The Library purchased three AWE Learning computers in the fall of 2019. Director Byers would like to purchase three additional computers for the children's / youth area. Four computers will be located in the children's agree, and two will be located in the youth area. The proposed cost for the computer is \$10,201.

A motion to approve the purchase of three AWE Children's Computer stations was made by J. Moore and seconded by D. Holden seconded. The motion was passed.

C. Policy 4-105 Social Media /APPROVAL

The prior policy was from 2011, and included language for both Website and Social Media use. Director Byers strengthened the language of this policy, and removed the Website usage portion of the policy. Our attorney has also reviewed this policy.

A motion to approve Policy 4-105 Social Media was made by C. Westerlund, and seconded by D. Holden. The motion was passed.

D. Policy 5-35 Study Rooms / APPROVAL

The Study Room policy has not been updated since 2011. Director Byers strengthened the language. The content did not change, but it is broader and allows more clarity as to the purpose of the study rooms.

A motion to approve Policy 5-35 Study Rooms was made by D. Holden and seconded by J. Moore. The motion was passed.

E. Policy 3-150 Employee Benefits / DISCUSSION

Director Byers brought this policy to discuss options in regards to updating this policy. Discussions regarding when and how much vacations/sick leave is given, and which holidays the Library should close for.

C. Westerlund suggested that the Library consider Paid Time Off, which would lump Vacation, personal and sick time all into one. Director Byers will look into this more before the next meeting.

F. Other

IX. Announcements

- A. Next Board Meeting: May 17th 2021 at 7:00 p.m.
- B. Thank you to Chelsey Moore for her service to our Library!

The board appreciates C. Moore's dedication and service to the board. C. Moore will be missed and wish her the best.

X. Adjournment

A motion to adjourn was made by D. Holden and seconded by C. Westerlund. The motion was passed and the meeting was adjourned at 8:40.