

CHATHAM AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING MINUTES
Monday, May 17, 2021 7:00 PM

I. Oath of Office for elected Trustees:

C. Westerlund began by swearing in the newly elected trustees at 7:01 beginning with Vanessa Ross, Eric Bolinger, John Moore, and Michael Roubitchek.

II. Officer Elections:

- A. President – **A nomination was made by C. Westerlund and seconded by D. Holden to nominate M. Roubitchek as Board President. The motion was approved.**
- B. Vice-President – **A nomination was made by M. Roubitchek, and seconded by D. Holden to nominate C. Westerlund as Board Vice President. The motion was approved.**
- C. Secretary – **A nomination was made by J. Moore, and seconded by D. Holden to nominate L. Ross as Board Secretary. The motion was approved.**
- D. Treasurer – **A nomination was made by M. Roubitchek and seconded by D. Holden to nominate E. Bolinger as Board Treasurer. The motion was approved.**

III. Board Meeting Called to Order at 7:07

Board President M. Roubitchek called the meeting to order at 7:07 p.m. The following Board of Trustees were present: J. Moore, C. Westerlund, M. Roubitchek, E. Bolinger, D. Holden, L. Ross, and V. Ross
Director Byers was also present.

IV. Recognition of Visitors / Public Comments

No visitors or members of the public present

V. Approval of Minutes from April 19th, 2021

- A. **A motion to approve the meeting minutes from the April 19, 2021 meeting was made by E. Bolinger and seconded by D. Holden. The motion was approved.**
- B. **A motion to approve the Executive Session Minutes from Board of Trustees Meeting April 19, 201 was made by L. Ross and seconded by J. Moore. The motion was approved.**
- C. **A motion to approve the Director Evaluation Committee Meeting was made by C. Westerlund and seconded by J. Moore. The motion was approved.**

VI. Treasurer's Reports / Review of Payments

E. Bolinger reviewed the April 2021 financials and said that everything looks good. Library expenses of note include \$1,940 for Summer Reading Supplies. We received a very nice donation for \$4,000 that will cover these expenses.

A motion to approve the Treasurer Reports / Review of Payments was made by J. Moore and seconded by D. Holden. The motion was approved.

VII. Reports

A. Library Director's Report / APPROVAL

Monthly Statistics: Circulation and patron counts were a little lower for the month of April. Regular routines need to be formed again, and we are building up to our busiest time, which is the summer.

Building / Equipment: Updates to the security panels and fire panels are almost done. Our print management will be completed by the end of the month. Also, looking into new meeting room software.

Friends of the Library: The friends have been busy. Their bookstore is currently open three days a week, and have made some money in that time. The volunteers are very engaged, and are preparing for our first book donation day this weekend May 23rd.

We are very excited for our book bike, which arrives next month. A schedule is being created for book bike events in the community. T-shirts have been ordered and a safety bike training has been scheduled for staff interested in riding the bike.

A motion to approve the Director's Report was made by L. Ross, and seconded by D. Holden. The motion was approved.

B. Newspaper Articles

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

C. Other

None

VIII. Unfinished Business

A. Library Reopening Plan /APPROVAL

Director Byers explained her proposal for returning to in-person programming, meeting rooms and extended weekday hours, starting in July.

There was discussion regarding wearing masks in the Library after the CDC, Governor Pritzker, and the IDPH updated the mask requirements. The decision was made that fully vaccinated patrons will not be required to wear masks while in the Library. Masks will still be required for patrons that have not been fully vaccinated. Masks will still be made available and we will encourage mask usage as much as possible.

Staff will continue wearing masks until Phase 5 of the Restore Illinois Plan. Masks will also be required for staff/patron one-on-one extended reference instruction sessions.

A motion to approve the Library Reopening Plan was made by C. Westerlund and seconded by J. Moore. The motion was approved.

B. Other

None

IX. New Business

Proposed Budget FY 21-22 / REVIEW

Director Byers provided an overview of the proposed FY21-22 budget. She highlighted areas of focus will be on building repairs, directional signage and the children's area. She noted that we received our third and final payment from the City of Springfield in FY21. A big focus in the upcoming year will be rebuilding and bringing people back into the library. The Board will vote on the proposed FY21-22 budget at the June 21st board meeting.

A. 4-100 Computer and Internet Acceptable Use Policy /APPROVAL

The policy was last updated seven years ago. Director Byers clarified and strengthened the language. The biggest update to the policy was changing the age restriction under Minor's Access to the Electronic Resources.

A motion to approve Policy 4-100 Computer and Internet Acceptable Use was made by E. Bolinger and seconded by D. Holden. The motion was approved.

B. 5-10 Code of Conduct Policy / APPROVAL

The policy was last updated ten years ago. Director Byers strengthened the language making the policy more welcoming and friendlier.

A motion to approve Policy 5-10 Code of Conduct was made C. Westerlund and 2nd by J. Moore. The motion was approved.

C. FY22 Non-Resident Fee / APPROVAL

The board reviewed the Non- Resident Fee proposal for FY22.

A motion to approve FY22 Non-Resident Fee was made by C. Westerlund and seconded by D. Holden. The motion was approved.

D. FY22 Meeting Dates / APPROVAL

A motion to approve the FY22 Meeting Dates was made by J. Moore and seconded by C. Westerlund. The motion was approved.

E. Appointment of Library Foundation members

Two members of the CAPLD Board of Trustees are currently serving, D. Holden and E. Bolinger. The Foundation meets twice a year and consists of Library Trustees, Friends of the Library and Community members. V. Ross and E. Bolinger will be the new representatives.

F. Other

None

X. Announcements

A. Next Board Meeting: June 21, 2021 at 7 p.m.

B. President Roubitchek welcomed Vanessa Ross to the Library Board.

XI. Adjournment

A motion to adjourn the meeting was made by C. Westerlund and seconded by J. Moore. The motion was approved, and the meeting adjourned at 8:09 p.m.