

CHATHAM AREA PUBLIC LIBRARY DISTRICT
BOARD MEETING MINUTES

Monday, March 21st, 2022 7:00 PM

Meeting held in the Library Conference Room

I. Board Meeting Called to Order

Board Vice President C. Westerlund called the meeting to order at 7:05 p.m. The following board members were present: D. Holden, J. Moore, V. Ross, and L. Ross. Director Byers was also present.

Board Members absent: M. Roubitchek, E. Bolinger

II. Recognition of Visitors / Public Comments

No visitors or public comments

III. Approval of the Minutes:

A motion to approve the minutes from the February 21, 2022 board meeting was made by D. Holden and seconded by J. Moore. The motion was approved.

IV. Treasurer's Reports / Review of Payments

Director Byers reviewed the financial report for February. Incoming revenue of \$7,211 was reimbursement from the Bouncing Back! Improving Workforce Development grant. We will be receiving about \$4,000 after the next submission.

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

V. Reports

A. Library Director's Report/APPROVAL

- Our book bike has arrived and it is beautiful. Staff interested in riding the bike will participate in a training at the end of April.
- Alpha Controls has come out and repaired two dampers
- Friends Murder Mystery is coming up on April 8th & 9th. CEFCU donated money for us to rent a stage for the shows.
- For the past year, we have been holding community conversations. The conversations have been great and the community leaders have been willing to share their expertise and experiences with us. More of these conversations will be continue to happen.

A motion to approve the Library Director's Report was made by V. 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. Library Director Evaluation Committee/ UPDATE

The Director Evaluation Committee has not met this month. C. Westerlund reminded trustees to complete the director evaluation if they have not done so already, as it is a helpful component of the evaluation process.

D. Other

There was no other business to discuss.

VI. Unfinished Business

A. Other

None

VII. New Business

**A. 3-130 Employee Classifications, Overtime and Compensatory Time Policy/
APPROVAL**

A motion to approve 3-130 Employee Classifications, Overtime and Compensatory Time Policy was made by J. Moore and seconded by D. Holden. The motion was approved.

B. 3-150 Employee Benefits Policy / APPROVAL

A motion to approve 3-150 Employee Benefits Policy was made by V. Ross and seconded by J. Moore. The motion was approved.

**C. 4-40 Collection Development Policy and Request for Reconsideration Procedure /
REVIEW**

The Board of Trustees reviewed 4-40 Collection Development Policy and Request for Reconsideration Procedure.

D. Lazerware: Library Technology and Computer Maintenance /DISCUSSION

The library's IT Supervisor will be retiring at the end of the month. A discussion was had in regard to migrating to Lazerware. They provide 24/7 support and have specially trained technicians to support library needs.

E. Appointment of new Trustee/ DISCUSSION

The board of trustees discussed the next steps for appointing a new Trustee. No necessary steps will be taken until official resignation has been accepted.

F. Other

There was no other business to discuss.

VIII. Announcements

A. Next Board Meeting: April 18th at 7:00 p.m.

B. Friends' Murder Mystery Fundraiser: April 8th and 9th 2022: Tickets on sale now:
<https://chathamlib.ticketspice.com/22nd-annual-murder-mystery-play>

C. Library Foundation Meeting: April 14th at 6:00 p.m.

D. Statement of Economic Interest Statements: Due May 31st

IX. Adjournment

A motion to adjourn the meeting was made by J. Moore and seconded by D. Holden. The motion was approved. The meeting was adjourned at 7:51 p.m.