

**ELA AREA PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Regular Meeting  
October 21, 2008**

**1. REGULAR MEETING**

**2. CALL TO ORDER**

At 6:00 p.m. President Caudill called the Regular Meeting to order.

Trustees present: Burger, Caudill, Lang, Rossow, Stachowiak, Washburn

Trustees absent: Black

Staff present: Director Campe, Assistant Director Duff, G. Traudt, S. Haase, N. Ziarnik,  
E. Christenson

**3. ADJUSTMENTS TO THE AGENDA**

**a. 9. d. Personnel Committee Report: Personnel Handbook.**

Moved to November Board meeting.

**4. PRESIDENT'S REPORT**

- President Caudill electronically mailed the Canadian National Railroad Draft Environmental Impact Statement letter. A copy of the letter was sent to all Board members and Director Campe.

**5. SECRETARY'S REPORT: MINUTES OF MEETING**

**a. Regular Meeting / September 16, 2008**

Minutes were approved by the full consent of the Board members present.

**b. Executive Session Meeting / September 16, 2008**

Minutes were approved by the full consent of the Board members present.

**c. Personnel Committee Meeting / October 8, 2008**

Minutes were approved by the full consent of the Board members present.

**6. CORRESPONDENCE**

Correspondence folder was passed.

**7. TREASURER'S REPORT**

**a. SEPTEMBER 2008**

President Caudill moved:

**"TO APPROVE THE EXPENDITURES AS AUTHORIZED WITH THE  
BALANCE OF THE REPORT TO BE FILED FOR AUDIT."**

Vice President Stachowiak seconded the motion and it carried on a roll call vote.

AYES: 6 Burger, Caudill, Lang, Rossow, Stachowiak, Washburn

ABSENT: 1 Black

**8. DIRECTOR'S REPORT**

Director Campe reviewed highlights of the Librarian's Report.

- Bags to carry library materials are now available for checkout by patrons.
- The Board's check signing procedures were discussed with the Board.
- On October 22<sup>nd</sup>, a surge protector is being installed on the Library chiller.
- Verified that sprinkler system is connected to the generator.

- Board member election packets are ready for distribution.
- Reviewed the library statistics report. Circulation stats are up 11%.
- A car counter is going to be installed by the drive-up window.

**9. STANDING COMMITTEE REPORTS**

**9. d. Personnel Committee Report: Personnel Handbook.**

Moved to November Board meeting.

**10. SPECIAL COMMITTEE REPORTS**

**c. NSLS: Report (Kathy Caudill)**

Report given by President Caudill.

**d. Friends of the Library: (Chris Stachowiak)**

Report given by Vice President Stachowiak.

**11. UNFINISHED BUSINESS**

None

**12. NEW BUSINESS**

**a. Resolution Determining Amount of Money Estimated To Be Necessary To Be Raised By Taxation For 2008/2009 Fiscal Year.**

Trustee Burger moved:

**“TO APPROVE RESOLUTION NO. 08-10-A RESOLUTION DETERMINING AMOUNT OF MONEY ESTIMATED TO BE NECESSARY TO BE RAISED BY TAXATION FOR 2008/2009 FISCAL YEAR.”**

Trustee Rossow seconded the motion and it carried on a roll call vote.

AYES: 6 Burger, Caudill, Lang, Rossow, Stachowiak, Washburn

ABSENT: 1 Black

**b. Food For Fines**

Vice President Stachowiak moved:

**“TO APPROVE FOOD FOR FINES FROM DECEMBER 1<sup>ST</sup> THROUGH DECEMBER 30<sup>TH</sup> AS AMENDED BY DISCUSSION AT THE TABLE.”**

Trustee Burger seconded the motion and it carried on a roll call vote.

AYES: 6 Burger, Caudill, Lang, Rossow, Stachowiak, Washburn

ABSENT: 1 Black

**c. Holiday Dinner**

Will be scheduled for December 5<sup>th</sup> or 6<sup>th</sup>.

**d. Conference Room for Public Usage**

President Caudill moved:

**“TO APPROVE THE MEETING/CONFERENCE ROOM POLICY AS REVIEWED AND REVISED ON OCTOBER 21, 2008, BUT WITH SPECIFIC CHANGES IN THE PROCEDURAL PORTION THAT DEALT WITH THE REFERENCE TO THE CHAMBER AND MINOR CORRECTIONS IN SPELLING.”**

Trustee Rossow seconded the motion and it carried on a roll call vote.

AYES: 6 Burger, Caudill, Lang, Rossow, Stachowiak, Washburn

ABSENT: 1 Black

**e. Children’s Garden**

The children’s department will be working with a local garden designer to design an alphabet garden in the children’s outdoor area.

**f. Executive Session Minutes Review Committee**

President Caudill recommended having a committee (President Caudill and possibly Trustee Black) to review the Executive Session Minutes and then make Executive Session Minutes recommendations to the Board as a whole.

Trustee Burger moved:

**“TO ESTABLISH AN EXECUTIVE SESSION MINUTES REVIEW COMMITTEE.”**

Trustee Rossow seconded the motion and it carried on a roll call vote.

AYES: 6 Burger, Caudill, Lang, Rossow, Stachowiak, Washburn

ABSENT: 1 Black

**13. INFORMATIONAL ITEMS**

ILA Conference reports.

**14. PUBLIC FORUM**

None.

**15. ADJOURNMENT**

At 7:29 p.m. Trustee Burger moved:

**“TO ADJOURN.”**

Trustee Lang seconded the motion and it carried on a unanimous voice vote.

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**Wendy Lang, Secretary**

(SEAL)

**Approved at the next Regular Meeting of November 18, 2008**

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**Kathy Caudill, President**