

**ELA AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Meeting
January 18, 2011**

1. REGULAR MEETING

2. CALL TO ORDER

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

Trustees physically present: Black, Caudill, Shaw, Stachowiak, Washburn

Trustees absent: Burger, Whiting

Staff present: Executive Director Campe, Assistant Director Duff, G. Traudt, S. Haase, P. Paige

Guests present: Steve Larson of Ehlers and Associates, Vicki Remback, Cindy Blank, Doris Wagner, Tracy Suykerbuyk

3. ADJUSTMENTS TO THE AGENDA

None.

4. APPROVAL OF MINUTES

A. Approval of the Minutes of the Regular Meeting 11/16/10.

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

5. PRESIDENT'S REPORT

No Report.

6. VICE PRESIDENT'S REPORT

No Report.

7. SECRETARY'S REPORT

No Report.

8. TREASURER'S REPORT

A. November 2010

Trustee Shaw moved:

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

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

AYES: 5 Black, Caudill, Shaw, Stachowiak, Washburn

ABSENT: 2 Burger, Whiting

B. December 2010

Trustee Shaw moved:

“TO APPROVE THE EXPENDITURES AS AUTHORIZED WITH THE BALANCE OF THE REPORT TO BE FILED FOR AUDIT.”

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

AYES: 5 Black, Caudill, Shaw, Stachowiak, Washburn

ABSENT: 2 Burger, Whiting

Trustee Burger arrived at 6:10 p.m. following the Treasurer’s Report.

9. CORRESPONDENCE

The Communications folder was made available for all Trustees to review.

10. EXECUTIVE DIRECTOR’S REPORT

A. November 2010

B. December 2010

- The awning above the drive-up window was damaged in December. The library will pay the insurance deductible of \$1000 and the awning will be replaced.
- Library usage and related statistics continue to increase.
- Freegal music downloads are a very new, but very popular, library offering.
- BiblioCommons will replace our previous CCS catalog format, and will be easy to use. It is expected to be up and running on the Library site by the end of February.
- The library has a new collection tag called HOT TOPIC.
- The Executive Director attended the TIF Review Board meeting. Not much new information to report.
- Children’s department has a new activity area which offers various changeable themes.

11. STANDING COMMITTEE REPORTS

No Reports.

12. SPECIAL COMMITTEE REPORTS

C. NSLS: Report (Kathy Caudill)

Written report by President Caudill.

D. Friends of the Library: (Chris Stachowiak)

Verbal report by Vice President Stachowiak. The Friends will close their bank account prior to the end of their fiscal year which concludes in August 2011.

13. UNFINISHED BUSINESS

A. Financial Plan – Steve Larson, Ehlers and Associates

Trustee Burger moved:

“TO APPROVE THE PREPARATION OF THE FINANCIAL PLAN FROM EHLERS AND ASSOCIATES WITH A FEE NOT TO EXCEED \$10,750.”

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

AYES: 6 Black, Burger, Caudill, Shaw, Stachowiak, Washburn

ABSENT: 1 Whiting

B. Survey Schedule

Executive Director Campe presented a summary schedule for proposed surveys. She will present cost figures at the March Board meeting for an overall library survey. Periodically, survey information will be presented to the Board.

C. Board Evaluations

Board self-evaluations were completed by many Board members, and the results were compiled and shared with the Board. Upon review, it was suggested that the information be used to broaden the scope of trustee orientations and possible trustee trainings. The Board will re-visit this self-evaluation again next year.

14. NEW BUSINESS

A. RFID Wrap-Up

Executive Director Campe reported on the wrap-up of the RFID project which was completed on time and under budget.

B. Video Surveillance Tape Procedures

Executive Director Campe will update the in-charge procedures to reflect the recommendations from the Library's attorneys regarding surveillance tapes.

C. Display and Exhibit Policy Review

Trustee Burger moved:

“TO APPROVE THE DISPLAY AND EXHIBIT POLICY WITH A REVIEWED AND REVISED DATE OF 1/11.”

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

AYES: 6 Black, Burger, Caudill, Shaw, Stachowiak, Washburn

ABSENT: 1 Whiting

D. Sponsorship/Partnership Policy Review

Trustee Shaw moved:

“TO APPROVE THE SPONSORSHIP/PARTNERSHIP POLICY WITH A REVIEW AND RATIFIED DATE OF 1/11.”

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

AYES: 6 Black, Burger, Caudill, Shaw, Stachowiak, Washburn

ABSENT: 1 Whiting

E. FOIA Update

The Personnel Record Review Act was amended on December 1, 2010 to expressly prohibit the disclosure of performance evaluations under the Freedom of Information Act.

Executive Director Campe will bring a suggested update of the Freedom of Information Act Policy for the Board to review at the February meeting.

F. Board Contact E-Mail on Website

Trustee Shaw suggested that the website include an e-mail link for contacting the Board. A majority of the Board members present agreed that this would be a useful and important tool for our patrons for communicating with the Board of Trustees. It was determined that the e-mail received at this address would be forwarded to President Caudill. Executive Director Campe would apprise the Board members of this communication and any response made by the Library's Administration or Board members.

G. Director Goal Proposal: Library Materials Display Policy

Goal will be completed and presented to the board.

H. Director Goal Proposal: Evaluation of Materials Collection Budget

Goal will be completed and presented to the board.

I. Director Goal Proposal: Increase Self-Checkout

Goal will be completed and presented to the board.

15. INFORMATIONAL ITEMS

A. The ILA Legislative Breakfast will be held February 21, 2011.

B. The Illinois Library Trustee Forum will be held February 26, 2011.

16. PUBLIC FORUM

Questions from the public were answered by Executive Director Campe and Board members.

17. ADJOURNMENT

At 7:53 p.m. it was unanimously agreed by all Trustees present **“TO ADJOURN.”**

Mimi Black, Secretary

(SEAL)

Approved at the next Regular Meeting of February 15, 2011

Kathy Caudill, President