

**ELA AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Meeting
January 19, 2010**

1. REGULAR MEETING

2. CALL TO ORDER

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

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

Trustees absent: Burger

Staff present: Executive Director Campe, Assistant Director Duff, G. Traudt, S. Haase, C. Wagner

3. ADJUSTMENTS TO THE AGENDA

None

4. APPROVAL OF MINUTES

A. Approval of the Minutes of the Regular Meeting 11/17/09.

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

5. PRESIDENT'S REPORT

- The Legislative Breakfast is scheduled for February 15, 2010. Trustees who would like to register can contact Executive Director Campe or Assistant Director.

6. VICE PRESIDENT'S REPORT

No Report.

7. SECRETARY'S REPORT

- The Night Club at Noon program was very nice.

8. TREASURER'S REPORTS

A. Vice President Stachowiak moved:

"TO APPROVE THE NOVEMBER 2009 AND DECEMBER 2009 EXPENDITURES AS AUTHORIZED WITH THE BALANCE OF THE REPORTS TO BE FILED FOR AUDIT."

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

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

ABSENT: 1 Burger

9. CORRESPONDENCE

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

10. EXECUTIVE DIRECTOR'S REPORT

Executive Director Campe reviewed highlights of the Librarian's Report.

- A banner promoting the Marching to a Million program, which ends on June 30, 2010, is displayed in the Library.
- The digital sign, outside of the Library, has had much positive feedback.
- A large presentation on the RFID will be given to the Board at the March meeting.
- The Evening of Excellence is scheduled for January 23, 2010.
- After meeting with Department Heads, a report on the dissolution of the Friends of the Library will be given to the Board.

11. STANDING COMMITTEE REPORTS

No Reports.

12. SPECIAL COMMITTEE REPORTS

B. NSLS: (Kathy Caudill)

Report given by President Caudill.

C. Friends of the Library: (Chris Stachowiak)

Report given by Vice President Stachowiak.

13. UNFINISHED BUSINESS

A. Board Bylaws

President Caudill moved:

“TO APPROVE TO FURTHER AMEND THE BYLAWS OVERRIDING ADDITIONAL LANGUAGE REGARDING EXECUTIVE SESSION MATERIALS.”

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

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

NAYS: 1 Black

ABSENT: 1 Burger

Trustee Black moved:

“TO AMEND TAKING THE EXECUTIVE SESSION TAPE HOME TO PREPARE THE EXECUTIVE SESSION MINUTES.”

Motion to amend fails.

Further review of the Bylaws will be done at the February Board meeting.

B. Board Analysis

Tabled until the February Board meeting.

14. NEW BUSINESS

A. Disaster/Emergency Manual Review

Trustee Whiting moved:

“TO APPROVE TO REMOVE THE EMERGENCY AND DISASTER MANUAL POLICY FROM THE POLICY MANUAL IN LIEU OF THE DISASTER PLAN.”

Trustee Washburn seconded the motion and it carried on a roll call vote.
AYES: 6 Black, Caudill, Shaw, Stachowiak, Washburn, Whiting
ABSENT: 1 Burger

Vice President Stachowiak moved: President Caudill moved:
“TO APPROVE THE DISASTER MANUAL POLICY WITH THE AMENDMENTS SO LISTED.”
Trustee Shaw seconded the motion and it carried on a roll call vote.
Motion tabled.

Vice President moved:
“TO TABLE THE DISASTER MANUAL POLICY UNTIL THE FEBRUARY BOARD MEETING.”
It was unanimously agreed upon by all Trustees present.

B. Freedom of Information Act Policy Review

President Caudill moved:
“TO APPROVE THE FREEDOM OF INFORMATION ACT POLICY WITH A REVIEWED AND REVISED DATE OF 01/10 WITH THE ADDITIONAL MODIFICATION IN NUMERAL I. C. TO MAKE THE DATE 2009/2010.”
Trustee Whiting seconded the motion and it carried on a roll call vote.
AYES: 6 Black, Caudill, Shaw, Stachowiak, Washburn, Whiting
ABSENT: 1 Burger

C. Survey

Executive Director Campe gave the Board information on a new Library survey that patrons would be able to fill out in paper format or on the Library webpage.

D. Logo/Printing Costs

New stationary and business cards will be ordered with the new logo.

E. E-Pay Information

Executive Director Campe provided the Board with information about E-Pay.
The library may consider this for payment of fines.

F. Secure Data Lockup for Executive Session Tapes

Executive Director Campe will be purchasing a safe that will hold the recorded Executive Session minutes.

G. Fines Explanation

Executive Director Campe discussed with the Board a new brochure that will contain library fines information and contact phone numbers.

H. TIF District Report

Executive Director Campe reported on TIF District information.

15. INFORMATIONAL ITEMS

1. Copies of the Library Facilities Study were given to all Board members.
2. It was mentioned to have a Resolution prepared for Terri Meyer and Libby Stachowiak, members of the Friends of the Ela Library. This will be tabled until the July Board meeting.
3. Trustee Whiting read to the Board an article on libraries.

17. PUBLIC FORUM

None.

18. ADJOURNMENT

At 8:33 p.m. Vice President Stachowiak motioned **“TO ADJOURN”**. Trustee Shaw seconded the motion and it was unanimously agreed upon by all Trustees present.

Mimi Black, Secretary

(SEAL)

Approved at the next Regular Meeting of February 16, 2010

Kathy Caudill, President