

**ELA AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Meeting
January 19, 2016**

1. REGULAR MEETING - CALL TO ORDER

At 6:01 p.m. President Blank called the Regular Meeting to order.

2. ROLL CALL

Trustees physically present: Blank, Caudill, Rossow, Stamoolis, Stoval

Trustees absent: Hafez, Hall

Staff present: Executive Director Womack, Assistant Director Christianson,
Christy Wagner – Outreach Coordinator, S. Hyson, S. Haase

Guests Present: S. Harrod, E. Burk

3. PUBLIC COMMENT

None.

4. ADJUSTMENTS TO THE AGENDA

To move **14. A. Department Updates/Overview by Christy Wagner, Head of Outreach** to after **4. ADJUSTMENTS TO THE AGENDA.**

14. A. Department Updates/Overview by Christy Wagner, Head of Outreach

An overview of the Outreach department was presented.

5. CONSENT AGENDA

A. Approval of the Minutes of the Regular Meeting 11/17/15

Trustee Caudill moved:

“TO APPROVE THE MINUTES OF THE REGULAR MEETING 11/17/15 AS PRESENTED.”

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

6. TRUSTEE REPORTS/COMMENTS

- Vice President Rossow commented on an article from the ILA website about extending weekend hours at the Arlington Heights library.
- Trustee Stoval is excited to see the First Folio exhibit in February.
- President Blank thanked Vice President Rossow for taking over the past meeting in her absence and thanked all for their support during that time.
- President Blank will talk about Robert’s Rules when the open Trustee position is filled.
- It is time for the Executive Director review. Trustee Caudill will review meeting dates with the other committee members.

7. APPROVAL OF MINUTES OF LAST MEETING AS REVIEWED OR CORRECTED

Approved in the Consent Agenda as presented.

8. TREASURER'S REPORT

A. November 2015

B. December 2015

Trustee Caudill moved:

“TO APPROVE THE NOVEMBER 2015 AND DECEMBER 2015 EXPENDITURES AS AUTHORIZED WITH THE BALANCE OF THE REPORT TO BE FILED FOR AUDIT.”

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

AYES (5): Blank, Caudill, Rossow, Stamoolis, Stoval

ABSENT (2): Hafez, Hall

9. CORRESPONDENCE AND COMMUNICATIONS

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

Trustee Hafez arrived at 6:32 p.m. during the Executive Director's Report.

10. EXECUTIVE DIRECTOR'S REPORT

A. November & December 2015

- The installation of the Makerspace sink has been completed.
- Executive Director Womack received paperwork from two patrons who have named the Library for a \$20,000 gift to the Library in their estate planning documents.
- Strategic planning for CCS is coming along. Executive Director Womack met with staff on priorities and issues, and will meet with CCS consultants next week.
- The Evening of Excellence is being held on January 23, 2016.
- The Trustees Holiday party will be held January 30, 2015. Location update to be provided at a later date.
- The President's Day Legislative Breakfast will be held on February 15, 2016.
- Illinois Library Trustee Forum Workshop will be in Oak Brook on February 13, 2016.
- Executive Director Womack is participating in a Round Table at Vernon Library on January 21, 2016.
- The Library has joined a gas co-op in the Fall.
- An HVAC upgrade is needed. The Board gave Executive Director Womack approval for expenditures not to exceed \$10,000.
- The Library has set a new record for passports on 1/16/16 – 76 in one day.
- The Personnel Handbook, Investment Policy and the Strategic Plan will be up for review in 2016.

11. STANDING COMMITTEE REPORTS

None.

12. SPECIAL COMMITTEE REPORTS

None.

13. UNFINISHED BUSINESS

Ad Hoc committee meeting dates will be sent to Executive Director Womack.

14. NEW BUSINESS

B. Trustee Vacancy: Acceptance of a Resignation and Establishment of a Committee to Recommend an Appointee to the Board

Trustee Caudill moved:

“TO APPROVE TO ACCEPT THE RESIGNATION OF MARY ANN HALL.”

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

AYES (6): Blank, Caudill, Hafez, Rossow, Stamoolis, Stoval

Vice President Rossow moved:

“TO APPROVE TO APPOINT TRUSTEES STOVAL, HAFEZ AND STAMOOLIS TO THE COMMITTEE TO RECOMMEND AN APPOINTEE TO THE BOARD.”

Trustee Stoval seconded the motion and it carried on a unanimous voice vote. President Blank named Trustee Stoval as committee chair.

C. Review of Disaster Plan and Emergency Manual Policy

Trustee Caudill moved:

“TO APPROVE THE DISASTER PLAN AND EMERGENCY MANUAL POLICY WITH A REVIEWED AND REVISED DATE OF 01/16.”

Vice President Rossow seconded the motion and it carried on a unanimous voice vote.

D. Mid-Year Review of 2015-2016 Action Plan

Executive Director Womack reviewed the Mid-Year 2015-2016 Action Plan.

E. Discussion of Statistic Dashboard

Executive Director Womack discussed and gave examples for the statistics dashboard.

15. A. EXECUTIVE SESSION FOR THE DISCUSSION OF PERSONNEL MATTERS 5ILCS 120/2(c)(1)

None.

**B. EXECUTIVE SESSION FOR THE DISCUSSION OF PENDING,
PROBABLE, OR IMMINENT LITIGATION AS ALLOWED BY 5 ILCS
120/2(c)(11)**

None.

**C. EXECUTIVE SESSION FOR THE DISCUSSION OF EXECUTIVE SESSION
MINUTES AS ALLOWED BY 5ILCS 120/2 (c)(21)**

None.

16. ADJOURNMENT

At 7:45 p.m. Trustee Stamoolis moved:

“TO ADJOURN”.

Vice President Rossow seconded the motion and it carried on a unanimous voice vote.

Kathy Caudill, Secretary

Approved at the next Regular Meeting of February 16, 2016

Cindy Blank, President