

**ELA AREA PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Regular Meeting  
January 31, 2017**

**1. REGULAR MEETING - CALL TO ORDER**

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

**2. ROLL CALL**

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

Trustees absent: Hafez

Staff present: Executive Director Womack, Assistant Director Christianson,

S. Hyson, C. Wisner, S. Haase

Guest present: S. Harrod

**3. PUBLIC COMMENT**

None.

**4. ADJUSTMENTS TO THE AGENDA**

None

**5. CONSENT AGENDA**

**A. Approval of the Minutes of the Regular Meeting 11/15/16 (Document)**

Trustee Rossow moved:

**“TO APPROVE THE MINUTES OF THE REGULAR MEETING 11/15/16 AS PRESENTED.”**

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

**B. Approval of the Minutes of the Executive Director Review Subcommittee of the Personnel Committee 1/23/17 has been moved to the February Agenda.**

**6. APPROVAL OF ITEMS MOVED FROM CONSENT AGENDA**

None.

**7. TRUSTEE REPORTS/COMMENTS**

- Trustee Stoval is very excited about the Eric Carle exhibit.
- Trustee Caudill is enjoying Flipster.
- Vice President Rossow joined Freegal and is enjoying it.
- The Trustee Forum will be held on February 18<sup>th</sup> and the Legislative Breakfast is scheduled for February 20<sup>th</sup>.
- Trustee Dewey gave a report on RAILS.

**8. TREASURER'S REPORT**

**A. November 2016**

**B. December 2016**

Vice President Rossow moved:

**“TO APPROVE THE NOVEMBER 2016 AND DECEMBER 2016 EXPENDITURES AS AUTHORIZED WITH THE BALANCE OF THE REPORT TO BE FILED FOR AUDIT.”**

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

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

ABSENT (1): Hafez

**9. CORRESPONDENCE AND COMMUNICATIONS**

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

**10. EXECUTIVE DIRECTOR'S REPORT**

**A. November & December 2016**

- The Per Capita Grant has been filed.
- Executive Director Womack finalized the list of those at the Library required to file the Statement of Economic Interest.
- Executive Director Womack received a document from Lake County about the Spring election.
- The Laulima team has been working on a project at CCS. The CCS Governing Board will vote on their recommendation on February 1<sup>st</sup>. The new system is Polaris and the vendor is Innovative. The migration will be an extensive project.
- District 95 is wrapping up their Strategic Plan.
- Executive Director Womack spoke of a theft ring happening at some libraries in the area.
- The Eric Carle Exhibit is being held 2/1-3/30.
- Executive Director Womack will be on vacation the last week of March.
- Virtual reality ideas for patrons are being initiated, and will be funded through the pilot projects budget.

**11. STANDING COMMITTEE REPORTS**

None.

**12. SPECIAL COMMITTEE REPORTS**

None.

**13. UNFINISHED BUSINESS**

None.

## 14. NEW BUSINESS

### A. Discussion of Specific Behavior Policy Violations

Vice President Rossow moved:

**“IN ORDER TO PROVIDE A SAFE ENVIRONMENT FOR STAFF AND PATRONS, THE LIBRARY BOARD HEREBY BANS THE LIBRARY PATRON IDENTIFIED IN THE BEHAVIOR INCIDENTS SUMMARY OF JANUARY 2017 UNTIL JANUARY 31, 2018 AT WHICH TIME REINSTATEMENT MAY BE CONSIDERED.”**

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

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

ABSENT (1): Hafez

### B. Strategic Planning Discussion

Executive Director Womack discussed the Strategic Plan draft documents including the staff’s mission, vision, and core values proposals.

### C. Discussion of Legal Representation for the EAPLD

Executive Director Womack distributed packets from three Law firms for the Board to review and consider for the Library’s legal representation.

### D. Approval of Trustee Expense Reports

Trustee Stamoolis moved:

**“TO APPROVE JAMES DEWEY’S EXPENSE REPORT IN THE AMOUNT OF \$79.70.”**

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

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

ABSENT (1): Hafez

### E. Board Self-Evaluation

The Trustees discussed the results of the Board self-evaluation survey.

### F. Discussion of 2016-2017 Action Plan

Executive Director Womack discussed the 2016-2017 Action Plan.

### G. Executive Director Review Process

Trustee Stamoolis moved:

**“TO APPROVE THE PROCESS FOR THE EDR REVIEW AS OUTLINED AND RECOMMENDED BY THE EDR COMMITTEE.”**

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

The following process was agreed by the consensus of the committee and will be recommended to the Board at the January 31st Board Meeting.

- a. Staff Feedback: The same form and process will be used as last year with signed feedback being submitted to the Board President. Feedback will remain anonymous to everyone other than the Board President. President Blank will meet with the Administration Staff at their Feb. 15th meeting to explain the

process and answer any questions. The forms will be distributed to them at that time with a due date back by Feb. 24th.

- b. Board Feedback: The same form will be used as last year. This will be distributed to the Board on January 31st along with a discussion of the process and timeline. Feedback will be due back by Feb.17th.
- c. Compiled Feedback: President Blank will compile all feedback and review with the EDR Committee on March 14th at 6 p.m. The Committee will share the Committee's compiled information with the Board at the Regular Board meeting on March 21st.
- d. Finalize Evaluation: The EDR Committee will meet at 6 p.m. on April 3rd to provide the evaluation results to the Executive Director.

**H. Building and Grounds Critical Issues**

None.

**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 5 ILCS 120/2(c)(21)**

None.

**16. ADJOURNMENT**

At 8:46 p.m. Trustee Stoval moved:

**“TO ADJOURN”.**

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

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**Kathy Caudill, Secretary**

**Approved at the next Regular Meeting of February 21, 2017**

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**Cindy Blank, President**