

**ELA AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Meeting
February 15, 2011**

1. REGULAR MEETING

2. CALL TO ORDER

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

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

Trustees absent: Whiting

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

Guests present: Vicki Remback, Cindy Blank, M. Hills

3. ADJUSTMENTS TO THE AGENDA

None.

4. APPROVAL OF MINUTES

A. Approval of the Minutes of the Regular Meeting 1/18/11.

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

5. PRESIDENT'S REPORT

- President Caudill, Vice President Stachowiak and Trustee Shaw will be attending the IL Trustee Forum on Saturday, February 26, 2011.

- The Board email contact has been posted on the website.

- The Nominating Committee will need to meet in April after the election, but prior to the May Board meeting.

Trustee Whiting arrived at 6:05 p.m. during the President's Report.

6. VICE PRESIDENT'S REPORT

No Report.

7. SECRETARY'S REPORT

No Report.

8. TREASURER'S REPORT

A. January 2011

Trustee Shaw moved:

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

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

AYES: 7 Black, Burger, Caudill, Shaw, Stachowiak, Washburn, Whiting

9. CORRESPONDENCE

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

10. EXECUTIVE DIRECTOR'S REPORT

A. January 2011

- The Library submitted information for consideration for reimbursement from Emergency Management of Lake County for expenses incurred during the 2011 snowstorm.
- Library usage and related statistics continue to increase.
- Freegal music downloads is increasing. Patrons downloaded over 2,500 songs in January.
- Digital ebooks has increased by 590 checkouts from last year.
- Patron usage of self checks continues to increase. Patrons are becoming more comfortable using the self checks.
- Staff Institute Day was very interesting. Michael Stephens spoke about the future of libraries and technology.

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. FOIA Policy Update

Updates were made to the FOIA Policy that reflects the new FY 2010/2011 budget numbers.

Trustee Whiting moved:

“TO APPROVE THE FOIA POLICY WITH A REVIEWED AND REVISED DATE OF 02/11.”

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

AYES: 7 Black, Burger, Caudill, Shaw, Stachowiak, Washburn, Whiting

B. FY 2010/2011 Audit Proposals

Audit proposals for performing the 2010/2011 audit were given to the Board for review. Additional information will be obtained and the discussion will continue at either the March or April Board meeting.

Trustee Burger left the Board meeting at 7:15 p.m.

14. NEW BUSINESS

A. Circulation Policy Review

Trustee Whiting moved:

“TO APPROVE THE CIRCULATION POLICY WITH A REVIEWED AND REVISED DATE OF 02/11 WITH THE MODIFICATION TO CONTINUE TO REFERENCE AGE 18 INSTEAD OF 16.”

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

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

ABSENT: 1 Burger

B. ILL Policy Review

The ILL Policy review has been moved to the April Board meeting.

C. Visual Merchandising Guidelines

An informational item containing staffing guidelines to ensure the collection and displays are being presented in the most appealing and organized way.

D. Sound and Video Proposal

Executive Director Campe presented some introductory information about the possibility of the Board approving a plan to replace all sound and video equipment in the Library, as well as considering the possibility of various media options for the Library. The proposal will be presented to the Board in March, and a vote is anticipated in May.

A short break was taken from 7:43 p.m. – 7:59 p.m.

E. Social Media Policy

Executive Director Campe will draft a Social Media Strategy and Policy. The suggested policy will be presented in March.

F. Director Goal Proposal: Evaluate Staffing Needs Circulation Department

Draft proposal will be completed and presented to the Board in September.

G. Director Goal Proposal: Evaluate ILL Policy

Draft proposal will be completed and presented to the Board in April.

15. INFORMATIONAL ITEMS

None.

16. PUBLIC FORUM

No public comment.

17. ADJOURNMENT

At 8:14 p.m. it was unanimously agreed by all Trustees present **“TO ADJOURN.”**

Mimi Black, Secretary

(SEAL)

Approved at the next Regular Meeting of March 15, 2011

Kathy Caudill, President