

**ELA AREA PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Regular Meeting  
February 16, 2010**

**1. REGULAR MEETING**

**2. CALL TO ORDER**

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

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

Trustees absent: Whiting

Staff present: Executive Director Campe, Assistant Director Duff, P. Paige

**3. ADJUSTMENTS TO THE AGENDA**

None.

**4. APPROVAL OF MINUTES**

**A. Approval of the Minutes of the Regular Meeting 1/19/10.**

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

**B. Approval of the Minutes of the Executive Session Meeting 11/17/09.**

To be reviewed before **16. EXECUTIVE SESSION FOR THE DISCUSSION OF CLOSED MEETING MINUTES 5ILCS 120/29(c)21**

**C. Approval of the Minutes of the Finance Committee Meeting 2/8/10.**

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

**5. PRESIDENT'S REPORT**

- Attended the Legislative Breakfast.

- Illinois Trustee Forum is being held on February 27, 2010. Trustees should contact Assistant Director Duff if they would like to attend.

- The Secretary of State sent a letter stating we have been awarded the Per Capita Grant in the amount of \$33,103.04.

Trustee Whiting arrived at 6:04 p.m., during the President's Report.

**6. VICE PRESIDENT'S REPORT**

- Patrons with questions on fines were referred to Executive Director Campe.

- Positive comments have been given on the Library's new digital sign.

**7. SECRETARY'S REPORT**

- Complimented the Chinese New Year program.

**8. TREASURER'S REPORTS**

A. Trustee Burger moved:

**"TO APPROVE THE JANUARY 2010 EXPENDITURES AS AUTHORIZED WITH THE BALANCE OF THE REPORTS TO BE FILED FOR AUDIT."**

Trustee Whiting 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**

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

- Statistics were inadvertently left out of the packet. Copies were provided at the meeting.
- People count and checkouts are way up. The Library is on its way to reaching 1,000,000 check-outs for this fiscal year.
- Patron responses from snapshot day were interesting and positive.
- The Metropolitan Library System presented a program at the staff institute day on February 5<sup>th</sup>.

**11. STANDING COMMITTEE REPORTS**

**B. Finance Committee: (Paul Washburn)**

Report will be given during the Investment Policy review.

**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 Analysis**

Report given by Trustee Burger. Trustee Washburn and Trustee Burger will further review the Board Analysis topic. This item is tabled until the April meeting.

**B Disaster Plan**

Two pages of the Disaster Plan have been updated per the Board's request.

**C. Board Bylaws**

Trustee Whiting moved:

**“TO APPROVE THE BOARD BYLAWS WITH MINOR CHANGES AS IDENTIFIED IN THE FURTHER REVIEW SESSION.”**

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

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

**14. NEW BUSINESS**

**A. Investment Policy**

Report given by Executive Director Campe and Trustee Washburn. The Investment Policy discussion will be tabled until the March meeting.

**B. E-Pay**

Trustee Whiting moved:

**“TO APPROVE THE RECOMMENDATION OF EPAY WITH THE LIBRARY ABSORBING THE FEES.”**

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

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

**C. Summer Sunday Hours**

Trustee Shaw moved:

**“TO APPROVE SUNDAY HOURS THIS SUMMER ON A TRIAL BASIS.”**

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

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

NAYES: 1 Black

**D. Friends of the Library Dissolution Update**

The Executive Director gave a report.

**15. INFORMATIONAL ITEMS**

None.

**15a. Approval of Executive Session Minutes 11/17/09**

Trustee Whiting moved:

**“TO APPROVE THE EXECUTIVE SESSION MEETING MINUTES OF 11/17/09.”**

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

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

**16. EXECUTIVE SESSION FOR THE DISCUSSION OF CLOSED MEETING MINUTES 5ILCS 120/29(c)21**

None.

**17. PUBLIC FORUM**

None.

**18. ADJOURNMENT**

At 8:01 p.m. Vice President Stachowiak motioned **“TO ADJOURN”**.

Trustee Shaw seconded the motion and it was unanimously agreed upon by a roll call vote to adjourn.

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**Mimi Black, Secretary**

(SEAL)

**Approved at the next Regular Meeting of March 16, 2010**

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**Kathy Caudill, President**