

**ELA AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Meeting
February 21, 2012**

1. REGULAR MEETING - CALL TO ORDER

At 6:02 p.m. President Shaw called the Regular Meeting to order.
Trustees physically present: Blank, Burger, Caudill, Jackson, Shaw
Trustees absent: Stachowiak, Whiting
Staff present: Executive Director Womack, Assistant Director Duff, G. Traudt, S. Haase,
J. Plohr

2. ADJUSTMENTS TO THE AGENDA

A. Item 12. A. Employment Handbook will not be discussed at this month's meeting and has been removed from the Agenda.

3. APPROVAL OF MINUTES

A. Approval of the Minutes of the Regular Meeting 1/17/12.

Trustee Blank moved:

“TO APPROVE THE MINUTES OF THE REGULAR MEETING 1/17/12 AS PRESENTED.”

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

AYES: 5 Blank, Burger, Caudill, Jackson, Shaw

ABSENT: 2 Stachowiak, Whiting

4. PRESIDENT'S REPORT

President Shaw commented that the Library's 40th Anniversary celebration was a great event.

5. VICE PRESIDENT'S REPORT

No Report.

6. SECRETARY'S REPORT

Trustee Blank attended the ILA Breakfast and was disappointed the Legislators from the Library's district had not been there.

7. TREASURER'S REPORT

A. JANUARY 2012

Trustee Blank moved:

“TO APPROVE THE JANUARY 2012 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: 5 Blank, Burger, Caudill, Jackson, Shaw

ABSENT: 2 Shaw, Whiting

8. CORRESPONDENCE

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

9. EXECUTIVE DIRECTOR'S REPORT

A. January 2012

- Jan Miller, our Human Resources Generalist will be retiring in March.
- Marcy Rodriguez, our Head of Technical Services will be leaving in March.
- The Library's Attorney would like to visit an upcoming Board meeting.
- The Library will be closed on Friday, February 24th for a Staff Institute Day.
- A new ATM machine has been installed in the Library.
- The Annual Spring Book Review Luncheon will be held at Twin Orchards Country Club on April 19th.
- The electrical service used by the Library was rebid and the new rate is approximately 40% cheaper.
- Executive Director Womack will be attending the PLA Conference March 13-17.
- The Library will need to implement an Identity Protection Act Policy.
- The Children's Department will be getting a permanent Smart Board.
- The architects are working on aesthetic and functional improvements for the doors in the Digital Media Lab.
- Executive Director Womack sees a need for a new content management system.

Trustee Whiting arrived at 6:15 p.m. during the Executive Director's Report.

10. STANDING COMMITTEE REPORTS

No Reports.

11. SPECIAL COMMITTEE REPORTS

No Reports.

12. UNFINISHED BUSINESS

B. Executive Director Job Description and Goals

Executive Director Womack and the Board discussed the job description and goals and will revisit at an upcoming Board meeting.

C. Board Development

President Shaw gave an update that ILA will not assist the Board with Board Development.

D. Bylaws Review

Trustee Burger moved:

"TO APPROVE THE REVISIONS OF THE BYLAWS WITH THE INCLUSION OF THE ALTAFF STATEMENT TO REPLACE APPENDIX D."

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

AYES: 6 Blank, Burger, Caudill, Jackson, Shaw, Whiting

ABSENT: 1 Stachowiak

13. NEW BUSINESS

A. Review Investment Policy

Discussed the current Investment Policy and no changes have been made. The policy will be reviewed every 6 months.

14. INFORMATIONAL ITEMS

None.

15. PUBLIC FORUM

None.

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

None.

17. ADJOURNMENT

Trustee Burger moved:

“TO ADJOURN AT 7:13 P.M.”

Trustee Whiting seconded the motion and it was unanimously agreed by all Trustees present.

Cindy Blank, Secretary

Approved at the next Regular Meeting of March 20, 2012

John Shaw, President