

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

1. REGULAR MEETING

2. CALL TO ORDER

At 6:02 p.m. President Caudill called the Regular Meeting to order.

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

Staff present: Executive Director Campe, G. Traudt, E. Christianson, W. Dawkins

Guests present: Cindy Blank, Tracy Suykerbuyk, Stefanie Daichendt

3. ADJUSTMENTS TO THE AGENDA

A. To move **14. B. Closed Meeting Minutes Review** after **16. Public Forum**.

4. APPROVAL OF MINUTES

A. Approval of the Minutes of the Regular Meeting 2/15/11.

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

5. PRESIDENT'S REPORT

No Report.

6. VICE PRESIDENT'S REPORT

No Report.

7. SECRETARY'S REPORT

No Report.

8. TREASURER'S REPORT

A. February 2011

Vice President Stachowiak moved:

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

Trustee Shaw 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. February 2011

- Library usage and related statistics continue to increase.

- Freegal music downloads are increasing. Patrons downloaded almost 3000 songs in the month of February.

- The circulation of digital ebooks was 884 vs. 370 from last year.

- The people counter continues to increase.

- Patron usage of self checks continues to increase. Patrons are becoming more comfortable using the self checks.
- The Library will have a booth at the LZ Chamber of Commerce 2011 Business and Community Expo on Saturday, March 19th. Booth visitors will be given a survey on technology to complete.

11. STANDING COMMITTEE REPORTS

No Reports.

12. SPECIAL COMMITTEE REPORTS

C. NSLS: Report (Kathy Caudill)

Verbal report by President Caudill.

D. Friends of the Library: (Chris Stachowiak)

Verbal report by Vice President Stachowiak. The Friends have closed their bank account, and a final donation check in the amount of \$13,184.68 was presented to the Board from the Friends of the Library.

13. UNFINISHED BUSINESS

A. Audit Proposals

Executive Director Campe, Trustee Washburn and Gloria Traudt met with proposed auditors.

Trustee Whiting moved:

“TO APPROVE THE AUDIT PROPOSAL BY SIKICH FOR ONE YEAR.”

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

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

B. Sound and Video Equipment

Initial information about the proposed upgrades and expansions of equipment was presented to the Board. Additional information will be obtained, and presented to the Board at the April meeting.

C. Social Media Policy

The Social Media Policy will be brought to the April Board meeting with the Board’s requested changes in wording, and in the format that is typically used for Board policies.

Trustee Shaw left meeting at 7:15 p.m.

14. NEW BUSINESS

A. Behavior Policy Review

Trustee Burger moved:

“TO APPROVE THE BEHAVIOR POLICY WITH A REVIEWED AND REVISED DATE OF 03/11.”

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

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

ABSENT: 1 Shaw

B. Trustee Orientation

New Board members will be assigned a Board mentor. Department Heads will attend the first two meetings to give the new Board members a brief overview of their departments.

- C. Public Participation at Library Board Meetings & Petitions to the Board Policy**
The Public Participation at Library Board Meetings and Petitions to the Board Policy will be brought to the Board meeting next month with the Board's requested changes in wording and in the format that is typically used for Board policies.
- D. Insurance Policy Renewal Update**
Trustee Washburn moved:
"TO APPROVE TAKING GENERAL CASUALTY AS OUR INSURANCE CARRIER."
Vice President Stachowiak seconded the motion and it carried on a roll call vote.
AYES: 6 Black, Burger, Caudill, Shaw, Stachowiak, Washburn, Whiting
ABSENT: 1 Shaw
- E. Patron Feedback Quarterly Report**
The Children's department provided a quarterly report on storytimes.
- 15. INFORMATIONAL ITEMS**
- A. Illinois Trustee Forum**
President Caudill, Vice President Stachowiak and Trustee Shaw attended the Illinois Trustee Forum on Saturday, February 26, 2011, and offered a brief verbal summary of the programs presented. The Illinois Trustee Forum is always a very informative program and all Trustees are encouraged to attend.
- 16. PUBLIC FORUM**
Questions from the public were answered by Executive Director Campe and Board members.
- 17. Closed Meeting Minutes Review**
A five minute break was taken.
Trustee Burger moved:
"TO APPROVE EXECUTIVE SESSION MINUTES THAT ARE CURRENTLY CLOSED REMAIN CLOSED AND NO DESTRUCTION OF ANY TAPES AT THIS TIME."
Trustee Whiting seconded the motion and it carried on a roll call vote.
AYES: 6 Black, Burger, Caudill, Shaw, Stachowiak, Washburn, Whiting
ABSENT: 1 Shaw
- 18. EXECUTIVE SESSION UNDER 5ILCS 120/2(21) FOR THE PURPOSE OF REVIEWING CLOSED MEETING MINUTES**
No Executive Session.
- 19. ADJOURNMENT**
At 9:01 p.m. it was unanimously agreed by all Trustees present **"TO ADJOURN."**

Mimi Black, Secretary

(SEAL)

Approved at the next Regular Meeting of April 19, 2011

Kathy Caudill, President