

**ELA AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Meeting
March 19, 2019**

1. REGULAR MEETING - CALL TO ORDER

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

2. ROLL CALL

Trustees physically present: Blank, Caudill, Fuller, Malohn, Stanonik

Trustees absent: Corzine, Stamoolis

Staff present: Executive Director Womack, Assistant Director Christianson, S. Hyson, M. Creel, S. Haase

Guest present: D. Matzkin, S. Harrod

3. PUBLIC COMMENT

Executive Director Womack answered a question from Mr. Harrod about the dates on the Treasurer's Report.

4. ADJUSTMENTS TO THE AGENDA

None.

5. CONSENT AGENDA

A. Approval of the Minutes of the Regular Meeting of February 19, 2019

Approval of the Minutes of the Closed Session of February 19, 2019

Trustee Fuller moved:

“TO APPROVE THE MINUTES IN THE CONSENT AGENDA AS PRESENTED.”

Trustee Malohn seconded the motion and it carried on a unanimous voice vote of all Trustees present.

6. APPROVAL OF ITEMS MOVED FROM THE CONSENT AGENDA

None.

7. TRUSTEE REPORTS/COMMENTS

Trustee Stanonik checked out one of the Library's Caregiver Kits and shared information about its contents with the Board.

Trustee Caudill reported on her attendance at the Illinois Library Trustee Forum that was held on March 9, 2019 in Springfield, Illinois.

President Blank, Vice President Corzine and Trustee Caudill attended the Trustee Forum Workshop that was held on March 16, 2019 in Oak Brook.

8. TREASURER’S REPORT

A. February 2019

Trustee Malohn moved:

“TO APPROVE THE FEBRUARY 2019 EXPENDITURES AS AUTHORIZED WITH THE BALANCE OF THE REPORTS TO BE FILED FOR AUDIT.”

Trustee Caudill seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (5): Blank, Caudill, Fuller, Malohn, Stanonik

ABSENT (2): Corzine, Stamoolis

9. CORRESPONDENCE AND COMMUNICATIONS

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

10. EXECUTIVE DIRECTOR’S REPORT

- Executive Director Womack will provide summaries of FOIA requests in his monthly reports as requested by the Board.
- We received a comment about businesses using the study rooms. We will reply to the commenter that such use is allowed by the Library’s Policy.
- Executive Director Womack shared with the Board a timeline contract from RTM Engineering for the Library parking lot project.
- The Library’s budget season is coming soon. The Finance Committee will need to schedule a meeting to review it.
- To acknowledge the hard work our Facilities department has been doing throughout this winter, a Facilities Appreciation Day was scheduled for March 20th.
- Forge Staff participated in the District 95 STEAM day on February 2nd. They brought items from the Forge to show and interact with the students.
- The Library is working on updating signage in certain areas of the Library.
- Staff Discover Day was held on February 22nd. A review of safety practices was given by Sargent Pavlock from the Lake Zurich Police Department.

11. STANDING COMMITTEE REPORTS

None.

12. SPECIAL COMMITTEE REPORTS

None.

13. UNFINISHED BUSINESS

None.

14. **NEW BUSINESS**

A. Ordinance to Set Schedule of Regular Board Meetings for Fiscal Year 2019/2020

Trustee Caudill moved:

“TO APPROVE ORDINANCE NO. 19-03-01 ORDINANCE SETTING SCHEDULE OF REGULAR MEETINGS OF THE ELA AREA PUBLIC LIBRARY DISTRICT, LAKE COUNTY, ILLINOIS.”

Trustee Malohn seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (5): Blank, Caudill, Fuller, Malohn, Stanonik

ABSENT (2): Corzine, Stamoolis

B. Appointment of Nominating Committee

Trustee Stanonik moved:

“TO APPROVE THE APPOINTMENT OF THE NOMINATING COMMITTEE TO BE CHAIRED BY ERIC CORZINE AND TO ALSO HAVE KEN FULLER AND JIM STAMOOOLIS AS MEMBERS OF THAT COMMITTEE.”

Trustee Malohn seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (5): Blank, Caudill, Fuller, Malohn, Stanonik

ABSENT (2): Corzine, Stamoolis

C. Emergency & Disaster Manual Policy

Trustee Malohn moved:

“TO APPROVE THE EMERGENCY & DISASTER MANUAL POLICY WITH A REVIEWED AND REVISED DATE OF 03/19.”

Trustee Fuller seconded the motion and it carried on a unanimous voice vote of all Trustees present.

D. Meeting Room Policy – Frances Redmon A & B Meeting Rooms

Trustee Malohn moved:

“TO APPROVE THE MEETING ROOM POLICY – FRANCES REDMON A & B MEETING ROOMS WITH A REVIEWED AND REVISED DATE OF 03/19.”

Trustee Caudill seconded the motion and it carried on a unanimous voice vote of all Trustees present.

E. Meeting Room Policy – 2nd Floor Conference Room

Trustee Caudill moved:

“TO APPROVE THE MEETING ROOM POLICY – 2ND FLOOR CONFERENCE ROOM WITH A REVIEWED AND REVISED DATE OF 03/19.”

Trustee Stanonik seconded the motion and it carried on a unanimous voice vote of all Trustees present.

F. After Hours Programming

Staff have been working on some ideas to create experiences and opportunities for patrons that are beyond our normal day-to-day practices.

G. Approval of Trustee Expense Reports

Trustee Fuller moved:

“TO APPROVE THE EXPENSE REPORT FOR TRUSTEE CAUDILL IN THE AMOUNT OF \$250.88.”

Trustee Malohn seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (4): Blank, Fuller, Malohn, Stanonik

ABSENT (2): Corzine, Stamoolis

ABSTAIN (1): Caudill

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 7:14 p.m. Trustee Malohn moved:

“TO ADJOURN”.

Trustee Fuller seconded the motion and it carried on a unanimous voice vote of all Trustees present.

Kathy Caudill, Secretary

Approved at the next Regular Meeting of April 16, 2019

Cindy Blank, President