

**ELA AREA PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Regular Meeting  
April 15, 2014**

**1. REGULAR MEETING - CALL TO ORDER**

At 6:03 p.m. President Caudill called the Regular Meeting to order.

**2. ROLL CALL**

Trustees physically present: Blank, Caudill, Rossow, Stamoolis

Trustees absent: Hafez, Hall, Jackson

Staff present: Executive Director Womack, Assistant Director Christianson, G. Traudt, K. Less, R. Davis, M. Bourgeois, A. Belden, S. Haase

Guests present: S. Harrod, Ken Hardeman of Ehlers Investment Partners, Tiffany Nash and Dan Pohrte of Product Architecture & Design

**3. ADJUSTMENTS TO THE AGENDA**

Move items **14. A. Presentation from Ehlers Investment Advisors, 14. B. Fund Balance Policy, 14. C. Presentation of Renovation Project from Product Architecture & Design, 14. D. Presentation on Children's Material Classification and 14. E. Discussion of Construction Management Contract for Pathmann Construction Management** have been moved to after **4. PUBLIC COMMENT**.

**4. PUBLIC COMMENT**

No public comment.

**14. A. Presentation from Ehlers Investment Advisors**

Ken Hardeman of Ehlers Investment Partners gave a presentation on Cash Flow Projections/Investment performance and Investment recommendations.

**B. Fund Balance Policy**

Trustee Stamoolis moved:

**“TO APPROVE THE FUND BALANCE POLICY WITH A REVIEWED AND REVISED DATE OF 04/14.”**

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

AYES: 4 Blank, Caudill, Rossow, Stamoolis

ABSENT: 3 Hafez, Hall, Jackson

**C. Presentation of Renovation Project from Product Architecture & Design**

Tiffany Nash and Dan Pahrte of Product Architecture & Design gave a presentation on the renovation project for the 1<sup>st</sup> and 2<sup>nd</sup> floors of the Library.

Vice President Rossow moved:

**“TO APPROVE THE DESIGN AND THE FUND AVAILABILITY PRESENTED TO THE BOARD OF TRUSTEES THIS EVENING IN THE AMOUNT OF \$1.75 MILLION.”**

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

AYES: 5 Blank, Caudill, Hall, Rossow, Stamoolis

ABSENT: 2 Hafez, Jackson

Trustee Hall arrived at the end of the renovation presentation 8:03 p.m.

**D. Presentation on Children’s Material Classification**

Katie Less and Rachel Davis of the Children’s department gave a presentation on reclassifying materials in their department.

**E. Discussion of Construction Management Contract for Pathmann Construction Management**

Trustee Stamoolis moved:

**“TO APPROVE THE CONSTRUCTION MANAGEMENT CONTRACT FROM PATHMANN CONSTRUCTION TO MANAGE OUR RENOVATION PROJECT AS OUTLINED IN HIS LETTER OF APRIL 8, 2014.”**

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

AYES: 5 Blank, Caudill, Hall, Rossow, Stamoolis

ABSENT: 2 Hafez, Jackson

A break in session was taken from 8:20 p.m. – 8:25 p.m.

**5. PRESIDENT’S REPORT**

- Attended the ELA Spring Luncheon on April 11<sup>th</sup> at the Twin Orchard Country Club.
- Attended the LACONI Dinner on April 11<sup>th</sup> in Addison.

**6. VICE PRESIDENT’S REPORT**

No report.

**7. SECRETARY'S REPORT**

- Attended the ELA Spring Luncheon on April 11<sup>th</sup> at the Twin Orchard Country Club.
- Attended the iMovie '11 class held at the Library.

**A. Approval of the Regular Session Meeting Minutes 3/18/14**

Trustee Stamoolis moved:

**“TO APPROVE THE REGULAR MEETING MINUTES FOR THE 3/18/14 MEETING AS PRESENTED.”**

Trustee Hall seconded the motion and the motion was approved with the unanimous consent of the trustees present.

**B. Approval of the Minutes of the Executive Session Meeting 3/18/14**

Vice President Rossow moved:

**“TO APPROVE THE EXECUTIVE SESSION MINUTES FOR THE 3/18/14 EXECUTIVE SESSION MEETING AS PRESENTED.”**

Trustee Stamoolis seconded the motion and the motion was approved with the unanimous consent of the trustees present.

**8. TREASURER'S REPORT**

**A. March 2014**

Trustee Blank moved:

**“TO APPROVE THE MARCH 2014 EXPENDITURES AS AUTHORIZED WITH THE BALANCE OF THE REPORT TO BE FILED FOR AUDIT.”**

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

AYES: 5 Blank, Caudill, Hall, Rossow, Stamoolis

ABSENT: 2 Hafez, Jackson

**9. CORRESPONDENCE AND COMMUNICATIONS**

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

**10. EXECUTIVE DIRECTOR'S REPORT**

**A. March 2014**

- Executive Director Womack found the Public Library Association Conference very enriching.
- Attended the ELA Spring Luncheon on April 11, 2014 at Twin Orchard Country Club.
- Attended the LACONI Trustee Dinner on April 11, 2014 in Addison.
- Announced Gloria Traudt, Business Manager will be retiring in August.
- An IMRF webinar is being held May 1<sup>st</sup>.
- The Technology project, which includes new computers and a phone system, is moving along on schedule.

**11. STANDING COMMITTEE REPORTS**

**A. Building & Grounds Committee: Report on Discussions with Village about Entrance/Exit Traffic**

The Building & Grounds Committee moved:

**“TO REMOVE THE ‘DO NOT ENTER’ SIGN LEAVING THE NORTHWEST AREA OF THE PARKING LOT AND TO REPLACE IT WITH A STOP SIGN AND A ONE WAY SIGN POINTING WESTWARD AND RE-STRIPING THE DRIVEWAY AS APPROPRIATE.”**

The motion was approved with the unanimous consent of the trustees present.

**12. SPECIAL COMMITTEE REPORTS**

No Reports.

**13. UNFINISHED BUSINESS**

None.

**14. NEW BUSINESS**

**N. Semi-annual Review of Executive Session Minutes and Executive Session Recordings**

Vice President Rossow moved:

**“TO APPROVE TO DESTROY THE EXECUTIVE SESSION AUDIO RECORDINGS OF 3/30/12, 4/17/12, 6/19/12 AND 9/18/12 FOR WHICH MINUTES HAVE PREVIOUSLY BEEN PREPARED AND APPROVED AND THAT ALL EXECUTIVE SESSION MEETING MINUTES THAT ARE CLOSED REMAIN CLOSED.”**

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

AYES: 5 Blank, Caudill, Hall, Rossow, Stamoolis

ABSENT: 2 Hafez, Jackson

**F. Unattended Children Policy and Procedure**

Trustee Stamoolis moved:

**“TO APPROVE THE UNATTENDED CHILDREN POLICY AND PROCEDURE WITH A REVIEWED AND REVISED DATE OF 04/14.”**

Vice President Rossow seconded the motion.

After some discussion, the motion was tabled until the May Board meeting.

**G. Behavior Policy**

Policy was tabled until the May Board meeting.

Vice President Rossow left the meeting at 9:15 p.m. during the discussion of 14. F. and 14. G.

**I. Discussion of TIF Meeting**

The TIF meeting has been rescheduled for April 16<sup>th</sup> at 3:00 p.m. at the Village Hall.

**J. Discussion of Telecommunications Hardware Contract**

Trustee Blank moved:

**“TO APPROVE THE MIDCO SYSTEM PURCHASE AGREEMENT FOR MITELL EQUIPMENT AS OUTLINED IN THE NJPA BID DATED 4/3/2014 IN THE AMOUNT OF \$32,242.14.”**

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

AYES: 4 Blank, Caudill, Hall, Stamoolis

ABSENT: 3 Hafez, Jackson, Rossow

**K. Discussion of Telecommunications Installation and Support Contract**

Trustee Blank moved:

**“TO APPROVE THE MIDCO SYSTEM PURCHASE AGREEMENT FOR THE LABOR OF INSTALLATION AND SUPPORT AS OUTLINED IN THEIR CONTRACT DATED 4/4/2014 IN THE AMOUNT OF \$18,314.75 WITH NO BID REQUIRED.”**

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

AYES: 4 Blank, Caudill, Hall, Stamoolis

ABSENT: 3 Hafez, Jackson, Rossow

**L. Board Retreat**

Executive Director will pursue the statistics document as an item to review at the Board Retreat.

**M. Board Social Gathering**

Will be discussed in the near future.

**H. Discussion of Executive Director’s Review Process**

Executive Director Womack passed out documents to the Trustees and will coordinate to update the documents with President Caudill.

**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 THE 2/18/14 CLOSED SESSION MINUTES AS ALLOWED BY 5 ILCS 120/2(c)(21)**

None.

**16. ADJOURNMENT**

At 9:30 p.m. the meeting was adjourned with unanimous consent of the Board Members present.

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**Cindy Blank, Secretary**

**Approved at the next Regular Meeting of May 20, 2014**

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**Kathy Caudill, President**