

**ELA AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Meeting
April 17, 2012**

- 1. REGULAR MEETING - CALL TO ORDER**
At 6:02 p.m. President Shaw called the Regular Meeting to order.
- 2. ROLL CALL**
Trustees physically present: Blank, Burger, Caudill, Jackson, Shaw, Stachowiak, Whiting
Staff present: Executive Director Womack, Assistant Director Duff, G. Traudt, M. Creel
Guest: Inga Kleve
- 3. ADJUSTMENTS TO THE AGENDA**
None.
- 4. PUBLIC COMMENT**
None.
- 5. PRESIDENT'S REPORT**
Welcome to our new employee Megan Creel, HR Generalist.
- 6. VICE PRESIDENT'S REPORT**
Welcome to our new employee Megan Creel, HR Generalist.
- 7. SECRETARY'S REPORT**
 - A. Approval of the Minutes of the Regular Meeting 3/20/12**
Trustee Blank moved:
"TO APPROVE THE MINUTES OF THE REGULAR MEETING 3/20/12 AS AMENDED."
Trustee Burger seconded the motion and it carried on a roll call vote.
AYES: 6 Blank, Burger, Caudill, Shaw, Stachowiak, Whiting
ABSTAIN: Jackson
- 8. TREASURER'S REPORT**
 - A. March 2012**
Trustee Blank moved:
"TO APPROVE THE MARCH 2012 EXPENDITURES AS AUTHORIZED WITH THE BALANCE OF THE REPORT TO BE FILED FOR AUDIT."
Vice President Stachowiak seconded the motion and it carried on a roll call vote.
AYES: 7 Blank, Burger, Caudill, Jackson, Shaw, Stachowiak, Whiting
- 9. CORRESPONDENCE AND COMMUNICATIONS**
The Communications folder was made available for all Trustees to review.

Executive Director Womack spoke of a survey made available to visitors that stopped by the Library's booth at the Chamber Expo. The short survey focused on eBook readers.

10. EXECUTIVE DIRECTOR'S REPORT

- Resolution of a matter involving a patron that was banned – The patron was satisfied with the outcome.
- Statistics of the Media Lab usage – They are currently in the Reference Department's report and will soon be included in the statistical report.
- Attended a group networking meeting with Miriam Pollack. Directors talked about trends and shared ideas.
- Spoke to the Lake Zurich Police department regarding the hacking incident into our computer system and was told we cannot pursue the intruder or recoup costs. We didn't have any direct loss or identity theft.
- Longevity Awards will be presented by President Shaw or Trustee Burger at the Spring Luncheon.
- The Financial Committee meeting scheduled for Tuesday, April 24th will be rescheduled.
- An accident took place out front knocking down a light pole. The pole will be replaced.
- The Daily Herald will be having an upcoming special section on the Lake Zurich community and an article on the Library will be written.
- Multicultural March was a successful adventure at the Library.
- The Library has paid off one of its bonds.
- The Digital Media Lab doors will be modified.
- Circulation stats are down, passports and programs are up. Programs are always popular in drawing more people. Small incremental things could be changing the percentage in Circulation.

11. STANDING COMMITTEE REPORTS

No Reports.

12. SPECIAL COMMITTEE REPORTS

A. RAILS: Report given by Executive Director Womack.

Executive Director Womack attended a RAILS update session. RAILS have brought on a consultant to handle the logistic arrangements of deliveries.

13. UNFINISHED BUSINESS

A. Bridget Hennessey Memorial

The Library is looking into a small memorial plaque for the patio.

A Tribute to Bridget will take place at the Library in July featuring an Irish Pop Duo and a cooking demo by Chef Michael Maddox.

B. Employment Handbook

Trustee Blank moved:

“TO APPROVE THE EMPLOYMENT HANDBOOK WITH TWO CHANGES; ONE IS TO ADD THE REVIEW AND REVISED DATE ON THE FRONT PAGE AND TO MAKE THE CHANGES IN SECTION 4.9 AS DISCUSSED AS TAKING OUT SPECIFIC ORGANIZATIONS AND REFERENCES ONLY TO THE LIBRARY PROFESSION WITH A REVISED DATE OF APRIL 17, 2012.”

Trustee Jackson seconded the motion and it carried on a roll call vote.
AYES: 7 Blank, Burger, Caudill, Jackson, Shaw, Stachowiak, Whiting

14. NEW BUSINESS

A. Closed Meeting Minutes Review

Vice President Stachowiak moved:

“TO DESTROY THE VERBATIM RECORDINGS FOR ALL CLOSED MEETINGS THAT ARE 18 MONTHS OR OLDER.”

Trustee Blank seconded the motion but the motion did not pass.

AYES: 3 Blank, Jackson, Stachowiak

NAYES: 4 Burger, Caudill, Shaw, Whiting

A recommendation will be made at the regular May Board meeting with a list of specific recordings to be deleted.

B. Revision to Page 13 of the Bylaws

An amendment for the Bylaws was proposed including the Employment Handbook on page 13 of the Bylaws with its review cycle for policies. This revision will be proposed for a vote in the May Regular Board meeting.

C. Designation of new IMRF Authorized Agent

Trustee Whiting moved:

“TO APPROVE GLORIA AS OUR PRIMARY IMRF AUTHORIZED AGENT AS REFLECTED ON IMRF FORM 2.20 REVISED 8/20/11 AND EXECUTED BY SECRETARY BLANK.”

Vice President Stachowiak seconded the motion.

Trustee Caudill moved:

“TO AMEND THE MOTION TO MODIFY THE LANGUAGE THAT TRUSTEE WHITING PRESENTED TO ‘DIRECT THE SECRETARY’ TO SIGN THE DOCUMENT UPON APPROVAL OF THE BOARD.”

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

AYES: 7 Blank, Burger, Caudill, Jackson, Shaw, Stachowiak, Whiting

15. EXECUTIVE SESSION FOR THE REVIEW FOR THE DISCUSSION OF PERSONNEL MATTERS 5ILCS 120/2(c)(1) AND DISCUSSION OF PROPERTY ACQUISITION 5ILCS 120/2(c)(5).

At 7:39 p.m. Trustee Burger moved:

“TO GO INTO EXECUTIVE SESSION FOR THE REVIEW FOR THE DISCUSSION OF PERSONNEL MATTERS 5ILCS 120/2(c)(1) AND DISCUSSION OF PROPERTY ACQUISITION 5ILCS 120/2(c)(5).”

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

AYES: 7 Blank, Burger, Caudill, Jackson, Shaw, Stachowiak, Whiting

At 8:24 p.m. President Shaw called the Regular Meeting back to order.

Trustees physically present: 7 Blank, Burger, Caudill, Jackson, Shaw, Stachowiak, Whiting

16. ADJOURNMENT

President Shaw moved:

“TO ADJOURN AT 8:25 P.M.”

The motion was unanimously agreed by all Trustees present.

Cindy Blank, Secretary

Approved at the next Regular Meeting of May 15, 2012

John Shaw, President