

**ELA AREA PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Regular Meeting  
May 15, 2012**

- 1. REGULAR MEETING - CALL TO ORDER**  
At 6:03 p.m. President Shaw called the Regular Meeting to order.
- 2. ROLL CALL**  
Trustees physically present: Blank, Caudill, Jackson, Shaw, Stachowiak, Whiting  
Trustees absent: Burger  
Staff present: Executive Director Womack, Assistant Director Duff, G. Traudt, S. Haase
- 3. ADJUSTMENTS TO THE AGENDA**  
None.
- 4. PUBLIC COMMENT**  
None.
- 5. PRESIDENT'S REPORT**  
None.
- 6. VICE PRESIDENT'S REPORT**  
None.
- 7. SECRETARY'S REPORT**  
Secretary Blank completed the online Open Meetings Act training.
  - A. Approval of the Minutes of the Regular Meeting 4/17/12**  
Trustee Blank moved:  
**“TO APPROVE THE MINUTES OF THE REGULAR MEETING 4/17/12 AS AMENDED.”**  
Trustee Whiting seconded the motion and it carried on a roll call vote.  
AYES: 6 Blank, Caudill, Jackson, Shaw, Stachowiak, Whiting  
ABSENT: 1 Burger
  - B. Approval of the Minutes of the Executive Session 4/17/12**  
Trustee Jackson moved:  
**“TO APPROVE THE MINUTES OF THE EXECUTIVE SESSION 4/17/12 AS AMENDED.”**  
Trustee Whiting seconded the motion and it carried on a roll call vote.  
AYES: 6 Blank, Caudill, Jackson, Shaw, Stachowiak, Whiting  
ABSENT: 1 Burger

**8. TREASURER'S REPORT**

**A. April 2012**

Trustee Blank moved:

**“TO APPROVE THE APRIL 2012 EXPENDITURES AS AUTHORIZED WITH THE BALANCE OF THE REPORT TO BE FILED FOR AUDIT.”**

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

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

ABSENT: 1 Burger

**9. CORRESPONDENCE AND COMMUNICATIONS**

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

**10. EXECUTIVE DIRECTOR'S REPORT**

- Jenny Plohr, Head of Adult Reference will be leaving on June 1, 2012.
- An Election Information form was passed around to the Trustees to check if their contact information was correct.
- Audit and Bank confirmation letters were to be signed by President Shaw.
- A trimmed enclosure to cover the seams on the Digital Media Lab doors has been completed. This will also help noise reduction.
- Employee insurance will be switching to Blue Cross. LIMRiCC will replace WIN as Administrator.
- The Library was approached about a fund-raising proposal made by a local travel agency. The Board was not interested.

**11. STANDING COMMITTEE REPORTS**

No Reports.

**12. SPECIAL COMMITTEE REPORTS**

No Reports.

**13. UNFINISHED BUSINESS**

**A. Closed Meeting Minutes Review**

Trustee Caudill moved:

**“TO APPROVE THAT THE THREE VERBATIM RECORDINGS FROM JULY 20, 2010, JULY 27, 2010 AND AUGUST 21, 2010 BE DESTROYED.”**

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

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

ABSENT: 1 Burger

Trustee Caudill moved:

**“TO APPROVE THAT THE MINUTES CURRENTLY CLOSED FOR THE BOARD OF THE ELA LIBRARY WOULD REMAIN CLOSED.”**

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

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

ABSENT: 1 Burger

**B. Revision to Page 13 of the Bylaws**

Trustee Caudill moved:

**“TO APPROVE THAT ON PAGE 13 OF THE BYLAWS WE WOULD AMEND IT TO REFLECT THE ADDITION OF THE WORDS ‘AND EMPLOYMENT HANDBOOK’ IN THE SECOND PARAGRAH OF THE POLICY COMMITTEE SO THAT THE LINE WOULD READ ‘COMMITTEE IS TO TRACK ALL EXISTING LIBRARY POLICIES AND EMPLOYMENT HANDBOOK IN A SYSTEMATIC MANNER TO INSURE THAT ALL LIBRARY POLICIES ARE REVIEWED AS REQUIRED UNDER THE TERMS OF EACH LIBRARY POLICY OR, AT A MINIMUM, AT AN INTERVAL NOT TO EXCEED THREE YEARS.”**

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

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

ABSENT: 1 Burger

**C. Bridget Hennessey Memorial**

Trustee Whiting moved:

**“TO APPROVE STAFF RECOMMENDATION FOR A MEMORIAL STONE AND PLAQUE.”**

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

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

ABSENT: 1 Burger

**14. NEW BUSINESS**

**A. Ordinance to Set Schedule of Regular Board Meetings for Fiscal Year 2012/2013**

Trustee Caudill moved:

**“TO APPROVE ORDINANCE NO. 12-05-1 ORDINANCE SETTING SCHEDULE OF REGULAR MEETINGS OF THE ELA AREA PUBLIC LIBRARY DISTRICT.”**

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

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

ABSTAIN: 1 Stachowiak

ABSENT: 1 Burger

**B. Fiscal Year 2012/2013 Working Budget Proposal**

The Fiscal Year 2012/2013 Working Budget Proposal was reviewed at length, questions and comments were addressed. The Working Budget will be discussed at the June 2012 Board meeting and a vote will be taken.

**C. Discussion of Strategic Plan**

Executive Director Womack discussed possible consultants for the upcoming Strategic Plan.

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

None.

**16. ADJOURNMENT**

President Shaw moved:

**“TO ADJOURN AT 7:30 P.M.”**

The motion was unanimously agreed by all Trustees present.

---

**Cindy Blank, Secretary**

**Approved at the next Regular Meeting of June 19, 2012**

---

**John Shaw, President**