

5A

**ELA AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Meeting
May 20, 2008**

1. REGULAR MEETING

2. CALL TO ORDER

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

Trustees present: Black, Caudill, Lang, Stachowiak, Washburn

Trustees absent: Burger, Rossow

Staff present: Director Campe, Assistant Director Duff, G. Traudt, S. Haase,

3. ADJUSTMENTS TO THE AGENDA

Move 5.B. Minutes of the Finance Committee Meeting 5/7/08 and 5C. Minutes of the Finance Committee Meeting 5/14/08 to 9B. Finance Committee Report

4. PRESIDENT'S REPORT

- An additional NSLS Report has been added.
- What's New in Libraries DVD is available in the Board Room.
- Evaluation process for Executive Director Campe to begin in June.

5. SECRETARY'S REPORT: MINUTES OF MEETING

A. Regular Meeting / April 15, 2008

Approved as printed.

AYES: 5 Black, Caudill, Lang, Stachowiak, Washburn

ABSENT: 2 Burger, Rossow

6. CORRESPONDENCE

Correspondence folder was passed.

7. TREASURER'S REPORT

A. April 2008

President Caudill moved:

"TO APPROVE THE EXPENDITURES AS AUTHORIZED WITH THE BALANCE OF THE REPORT TO BE FILED FOR AUDIT FOR THE MONTH OF APRIL 2008."

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

AYES: 5 Black, Caudill, Lang, Stachowiak, Washburn

ABSENT: 2 Burger, Rossow

8. DIRECTOR'S REPORT

Director Campe reviewed highlights of the Librarian's Report.

- Director reviewed stats report.
- Ela staff member, Patti Paige, has been chosen as Head of the Circulation department.
- Susan Burke, former Head of Circulation will be working part-time at the Library as a merchandiser.
- Library has applied for an ILA Award (Highsmith) for the Anne Frank Exhibit.
- Patio furniture has been ordered for the adult patio.

Trustee Burger arrived at 6:18 p.m.

9. **STANDING COMMITTEE REPORTS**

No reports.

10. **SPECIAL COMMITTEE REPORTS**

C. NSLS: Report (Kathy Caudill)

Reports (for April and May meetings) given by President Caudill.

D. Friends of the Library: Report (Chris Stachowiak)

Report given by Vice President Stachowiak.

11. **UNFINISHED BUSINESS**

None

12. **NEW BUSINESS**

A. Resolution Recognizing Susan Burke's Service to the Library

Trustee Black moved:

"TO AMEND THE RESOLUTIONS RECOGNIZING SUSAN BURKE AND GEORGE KALINKA TO REMOVE THE LANGUAGE 'BE IT FURTHER RESOLVED, THAT THE SECRETARY OF THE ELA AREA PUBLIC LIBRARY DISTRICT IS AUTHORIZED AND DIRECTED TO TRANSMIT AN APPROPRIATE COPY OF THIS RESOLUTION' TO SUSAN BURKE AND TO GEORGE KALINKA."

The motion failed for lack of a second.

Vice President Stachowiak moved:

"TO APPROVE THE RESOLUTION RECOGNIZING SUSAN BURKE'S SERVICE TO THE LIBRARY."

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

AYES: 6 Black, Burger, Caudill, Lang, Stachowiak, Washburn

ABSENT: 1 Rossow

B. Resolution Recognizing George Kalinka's Service to the Library

Trustee Black moved:

"TO AMEND THE RESOLUTION RECOGNIZING GEORGE KALINKA'S SERVICE TO THE LIBRARY TO INDICATE WHEREAS, GEORGE KALINKA WAS WELL RESPECTED AND ADMIRER BY EVERYONE AT THE ELA AREA PUBLIC LIBRARY AND WELL LIKED BY ITS PATRONS and TO REMOVE THE BE IT FURTHER RESOLVED, THAT THE SECRETARY OF THE ELA AREA PUBLIC LIBRARY DISTRICT IS AUTHORIZED AND DIRECTED TO TRANSMIT AN APPROPRIATE COPY OF THIS RESOLUTION TO GEORGE KALINKA ."

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

AYES: 6 Black, Burger, Caudill, Lang, Stachowiak, Washburn

ABSENT: 1 Rossow

Trustee Burger moved:

“TO APPROVE THE RESOLUTION RECOGNIZING GEORGE KALINKA’S SERVICE TO THE LIBRARY AS AMENDED.”

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

AYES: 6 Black, Burger, Caudill, Lang, Stachowiak, Washburn

ABSENT: 1 Rossow

C. Ordinance to Set Schedule of Regular Board Meetings for Fiscal Year 2008/09

Trustee Burger moved:

“TO APPROVE THE ORDINANCE NO. 08-05-1 TO SET SCHEDULE OF REGULAR BOARD MEETINGS FOR FISCAL YEAR 2008/09 AND TO REMOVE THE LETTER “F” IN THE SECOND LINE OF THE ORDINANCE.”

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

AYES: 6 Black, Burger, Caudill, Lang, Stachowiak, Washburn

ABSENT: 1 Rossow

Vice President Stachowiak moved:

“TO AMEND THE ORDINANCE TO SET SCHEDULE OF REGULAR BOARD METINGS FOR FISCAL YEAR 2008/09 TO ADD AN AUGUST MEETING DATE TO OUR SCHEDULE OF MEETINGS.”

Trustee Lang seconded the motion. The amendment was withdrawn after discussion.

Vice President Stachowiak moved:

“TO WITHDRAW THE AMENDMENT TO THE MOTION TO ADD AN AUGUST MEETING DATE TO OUR SCHEDULE OF MEETINGS FOR THE FISCAL YEAR 2008/09.”

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

AYES: 6 Black, Burger, Caudill, Lang, Stachowiak, Washburn

ABSENT: 1 Rossow

D. Unattended Children Policy

Trustee Burger moved:

“TO APPROVE THE UNATTENDED CHILDREN POLICY PREVIOUSLY DATED EFFECTIVE 08/04 WITH A REVIEWED AND REVISED DATE OF 05/08.”

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

AYES: 6 Black, Burger, Caudill, Lang, Stachowiak, Washburn

ABSENT: 1 Rossow

E. Gift Policy

Trustee Black moved:

“TO APPROVE THE GIFT POLICY PREVIOUSLY DATED EFFECTIVE 05/02 WITH A REVIEWED AND REVISED DATE OF 05/08.”

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

AYES: 6 Black, Burger, Caudill, Lang, Stachowiak, Washburn

ABSENT: 1 Rossow

F. Public Sale of Old Computers

Director Campe discussed the sale of old computers. After the new computers are installed, old computers will be for sale to the staff first then hold a public sale. Specifics are still being worked out, and further explanation will be brought to the June or July Board meeting.

13. INFORMATIONAL ITEMS

A. Report on Meet the Trustee Breakfast 05/17/08

President Caudill and Terri Meyer, Program Coordinator, hosted the May Meet the Trustee Breakfast. Overall, patrons made very positive comments about the library.

14. PUBLIC FORUM

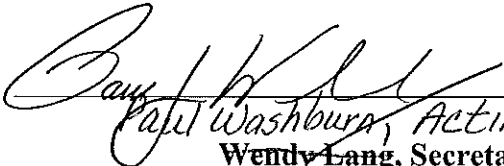
None

15. ADJOURNMENT

At 8:33 p.m. Vice President Stachowiak moved:

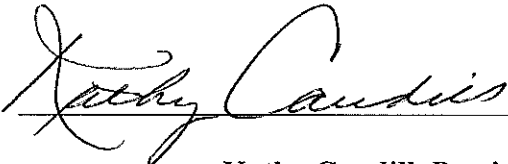
"TO ADJOURN."

President Caudill seconded the motion and it carried on a unanimous voice vote.


Wendy Lang, Secretary

(SEAL)

Approved at the next Regular Meeting of June 17, 2008


Kathy Caudill, President

5B

**ELA AREA PUBLIC LIBRARY DISTRICT
DIVERSE POPULATIONS COMMITTEE MEETING**

June 4, 2008

1:00 P.M.

1. CALL TO ORDER

At 1:06 p.m. Asst. Director Duff called the Meeting to order.

Trustees present: Black, Lang

Staff present: Assistant Director Duff, L. Cloud, C. Wagner and N. Ziarnik

2. PROGRAMMING

A. Children's

- *Native Americans: One with the Land* – what life was like for Native Americans 400 years ago. Kids will have a chance to play Native American Games. June 17
- *Pocket Circus* – Bi-lingual performers from Argentina will perform acrobatics, juggling, magic, and music. August 1
- *Fun, Sports, and Games* – The exhibit features art by children from all over the world which was created to celebrate the Lake Placid Olympics. June & July

B. Adult

- Conversation Café was held in May for ESL patrons.
- A series of 5 workshops presented by *The Guide for the Blind*: adjustment to vision loss, assistive devices for the visually impaired, community resources and the emotional component to low vision. (Paid for with a \$750 grant from the Lake Zurich Lions Club.) September and October

C. Cooperative

- Chicago author and NPR contributor Beth Finke will be coming (with her guide dog, Hanni) to help young people understand more about living with blindness. October 13
- *Dia de Los Muertos* – craft and light refreshments that are consistent with the celebration, as well as renowned bi-lingual storyteller, Antonio Sacre. (Sponsored by the Friends of Ela Library) November 1

3. WORLD LANGUAGES COLLECTIONS

A. Children's

- Polish and Chinese have been areas of emphasis (and popularity) in the last few months.

B. Adult

- Periodicals – Brenda and Laura have been evaluating- adding and deleting. Chinese and Polish titles are most popular. New titles have been added in Chinese, Polish, Russian, and Spanish. Spanish titles are used quite a bit in the Library, but not checked out. Overall, the number of titles has doubled.
- Books – For the past 6 months, Chinese, Polish, and Spanish have been the areas targeted. Russian books are on standing order.

4. NETWORKING

A. NSLS World Languages Group – provides a forum for discussion, support, sharing, and cooperation among library staff engaged in the development of world language

collections, and services. Meets 3 times a year and maintains a Community of Practice site for ongoing postings and replies. Laura and Brenda are staff coordinators/liaisons with NSLS staff.

B. USBBY – promotes children’s books from diverse cultures and countries. Natalie is on the organizing committee which is planning a conference in St. Charles, IL in fall 2009.

5. POLYTALK

A. Language Kit

- Identify the patron’s language
- Determine the patron’s need and provide a response for simple requests
- Explain the PolyTalk interpretation service to the patron before staff searches and contacts a volunteer interpreter.

B. Volunteer Interpreters - help librarians and patrons communicate with one another. Nearly one in five Illinois residents speaks a language other than English. Ela has at least 3 volunteer interpreters covering at least 5 languages.

16. ADJOURNMENT

At 2:16 p.m., Assistant Director Duff adjourned the meeting.



Mimi Black, Diverse Populations Trustee Liaison

(SEAL)

Approved at the next Regular Meeting of June 17, 2008

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**ELA AREA PUBLIC LIBRARY DISTRICT
PERSONNEL COMMITTEE MEETING
JUNE 12, 2008
4:45 P.M.**

I. COMMITTEE MEETING

II. CALL TO ORDER

At 5:05 P.M. Committee Chair, Dennis Rossow, called the meeting to order.
Present: Trustee Kathy Caudill and Director Mary Beth Campe

III. ADJUSTMENTS TO THE AGENDA

None

IV. PROCESS ASSESSMENT FOR DIRECTOR REVIEW

The Committee reviewed and selected evaluation documents to present to the Board of Trustees.

V. PUBLIC FORUM

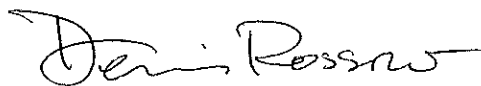
None

VI. ADJOURNMENT

At 5:25 the meeting was adjourned.

(SEAL)

Approved at the next Regular Meeting of June 17, 2008



Dennis Rossow, Personnel Committee Chair