

**ELA AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Meeting
May 20, 2014**

1. REGULAR MEETING - CALL TO ORDER

At 6:04 p.m. President Caudill called the Regular Meeting to order.

2. ROLL CALL

Trustees physically present: Blank, Caudill, Hall, Jackson, Rossow, Stamoolis

Trustees absent: Hafez

Staff present: Executive Director Womack, Assistant Director Christianson, G. Traudt, L. White, S. Haase

Guests present: Jason Slowinski - Village Manager of the Village of Lake Zurich, S. Harrod

3. ADJUSTMENTS TO THE AGENDA

Move item **14. A. Jason Slowinski, Village Manager of the Village of Lake Zurich-Village Seeking an Extension on the Overall Life of the TIF District** to after **4. PUBLIC COMMENT** and move item **14. J. Executive Director's Review Process** to **15. A. EXECUTIVE SESSION FOR THE DISCUSSION OF PERSONNEL MATTERS 5ILCS 120/2(c)(1)**.

4. PUBLIC COMMENT

The Executive Director and Board responded to questions Mr. Harrod asked about the cost of the Library's audio books.

14. A. Jason Slowinski, Village Manager of the Village of Lake Zurich

Jason Slowinski from the Village of Lake Zurich gave a presentation seeking an extension of the TIF District. Vice President Rossow moved:

"TO APPROVE THE PREPARATION OF A LETTER TO THE VILLAGE OF LAKE ZURICH STATING THAT THE ELA AREA PUBLIC LIBRARY DISTRICT HAS NO OBJECTION TO THE EXTENSION OF THE TIF DISTRICT FOR AN ADDITIONAL 12 YEARS."

Trustee Hall seconded the motion. The motion carried on a roll call vote:

Ayes (6): Blank, Caudill, Hall, Jackson, Rossow, Stamoolis

Absent (1): Hafez

5. PRESIDENT'S REPORT

No report.

6. VICE PRESIDENT'S REPORT

No report.

7. SECRETARY'S REPORT

A. Approval of the Regular Session Meeting Minutes 4/15/14

Trustee Stamoolis moved:

“TO APPROVE THE REGULAR MEETING MINUTES FOR THE 4/15/14 MEETING AS PRESENTED.”

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

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

ABSTAIN (1): Jackson

ABSENT (1): Hafez

8. TREASURER'S REPORT

A. April 2014

Trustee Blank moved:

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

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

AYES (6): Blank, Caudill, Hall, Jackson, Rossow, Stamoolis

ABSENT (1): Hafez

9. CORRESPONDENCE AND COMMUNICATIONS

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

10. EXECUTIVE DIRECTOR'S REPORT

A. April 2014

- Executive Director Womack and Assistant Director Christianson along with a few of the Department Heads and the Architects visited a Library furniture specialty store looking at furniture and shelving ideas for the upcoming renovation project.
- The new computers for staff and patrons have arrived. Upcoming training classes will be provided for staff.
- The Library will be moving to a new catalog. The public catalog will be launched in September.
- The old computers will be given to charities.
- The Library is getting close to implementing two technology projects.

11. STANDING COMMITTEE REPORTS

No reports.

12. SPECIAL COMMITTEE REPORTS

No reports.

13. UNFINISHED BUSINESS

A. Unattended Children Policy and Procedure

Trustee Stamoolis moved:

“TO APPROVE THE UNATTENDED CHILDREN POLICY AND PROCEDURE WITH A REVIEWED DATE OF 05/14 AS PRESENTED.”

Vice President Rossow seconded the motion and the motion was approved with the unanimous consent of the trustees present.

B. Behavior Policy

Vice President Rossow moved:

“TO APPROVE THE BEHAVIOR POLICY WITH A REVIEWED AND REVISED DATE OF 05/14 AS PRESENTED ALONG WITH THE MINOR REVISIONS TO WORDING.”

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

14. NEW BUSINESS

B. Engagement Letter from McClure Inserra – June 30, 2014

Trustee Stamoolis moved:

“TO APPROVE THE MODIFIED ENGAGEMENT LETTER FROM MCCLURE INSERRA DATED APRIL 10, 2014.”

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

AYES (6): Blank, Caudill, Hall, Jackson, Rossow, Stamoolis

ABSENT (1): Hafez

C. Revision to the Agreement for Product Architecture & Design

Trustee Stamoolis moved:

“TO APPROVE THE REVISION TO THE AGREEMENT FOR PRODUCT ARCHITECTURE & DESIGN DATED NOVEMBER 11, 2013 AND REVISED ON MAY 7, 2014.”

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

AYES (6): Blank, Caudill, Hall, Jackson, Rossow, Stamoolis

ABSENT (1): Hafez

D. Ordinance to Set Schedule of Regular Board Meetings for Fiscal Year 2014/2015

Trustee Blank moved:

“TO APPROVE ORDINANCE NO. 14-05-1 AN ORDINANCE SETTING THE SCHEDULE OF REGULAR MEETINGS OF THE ELA AREA PUBLIC LIBRARY DISTRICT, LAKE COUNTY, ILLINOIS.”

Vice President Rossow seconded the motion and the motion was approved with the unanimous consent of the trustees present.

E. Fiscal Year 2014/2015 Working Budget Proposal

The Fiscal Year 2014/2015 Working Budget Proposal was reviewed at length, questions and comments were addressed. The Working Budget will be discussed at the June 2014 Board meeting and a vote will be taken.

F. Department Overview by Leah White, Head of Popular Materials

An overview of the Popular Materials department was given.

G. Public Participation at Library Board Meetings and Petitions to the Board Policy

Vice President Rossow moved:

“TO APPROVE THE PUBLIC PARTICIPATION AT LIBRARY BOARD MEETINGS AND PETITIONS TO THE BOARD POLICY WITH A REVIEWED AND REVISED DATE OF 05/14.”

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

H. Interlibrary Loan Policy

Trustee Blank moved:

“TO APPROVE THE INTERLIBRARY LOAN POLICY WITH A REVIEWED AND REVISED DATE OF 05/14 WITH A CHANGE TO WORDING OF ‘PER LIBRARY CARD’.”

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

I. Board Retreat

Further discussion at the June Board meeting.

At 8:37 p.m. Trustee Stamoolis moved:

“TO GO INTO EXECUTIVE SESSION FOR THE DISCUSSION OF PERSONNEL MATTERS 5ILCS 120/2(c)(1) and TO GO INTO EXECUTIVE SESSION FOR THE DISCUSSION OF PENDING, PROBABLE, OR IMMINENT LITIGATION AS ALLOWED BY 5 ILCS 120/2(c)(11).”

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

AYES (6): Blank, Caudill, Hall, Jackson, Rossow, Stamoolis

ABSENT (1): Hafez

15. **A. EXECUTIVE SESSION FOR THE DISCUSSION OF PERSONNEL MATTERS 5ILCS 120/2(c)(1)**
14. **A. Executive Director’s Review Process**
15. **B. EXECUTIVE SESSION FOR THE DISCUSSION OF PENDING, PROBABLE, OR IMMINENT LITIGATION AS ALLOWED BY 5 ILCS 120/2(c)(11)**

At 9:57 p.m., President Caudill called the Regular Meeting back to order and roll call was taken.

Present (6): Blank, Caudill, Hall, Jackson, Rossow, Stamoolis

Absent (1): Hafez

Trustee Stamoolis moved:

“TO APPROVE THE CONSENSUS REACHED IN EXECUTIVE SESSION REGARDING THE COMPENSATION OF THE EXECUTIVE DIRECTOR.”

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

Ayes (6): Blank, Caudill, Hall, Jackson, Rossow, Stamoolis

Absent (1): Hafez

16. ADJOURNMENT

At 9:58 p.m. the meeting was adjourned with unanimous consent of the Board Members present.

Cindy Blank, Secretary

Approved at the next Regular Meeting of June 17, 2014

Kathy Caudill, President