

**ELA AREA PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Regular Meeting  
June 19, 2012**

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

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

**2. ROLL CALL**

Trustees physically present: Blank, Caudill, Shaw, Stachowiak, Whiting

Trustees absent: Burger, Jackson

Staff present: Executive Director Womack, G. Traudt, S. Haase

**3. ADJUSTMENTS TO THE AGENDA**

None.

**4. PUBLIC COMMENT**

None.

**5. PRESIDENT'S REPORT**

None.

**6. VICE PRESIDENT'S REPORT**

Village of Lake Zurich is looking into getting Lake Michigan water and how will this affect a large entity like the Library.

**7. SECRETARY'S REPORT**

**A. Approval of the Minutes of the Regular Meeting 5/15/12**

Trustee Blank moved:

**"TO APPROVE THE MINUTES OF THE REGULAR MEETING 5/15/12 AS PRESENTED."**

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

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

ABSENT: 2 Burger, Jackson

**8. TREASURER'S REPORT**

**A. May 2012**

Trustee Blank moved:

**"TO APPROVE THE MAY 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: 5 Blank, Caudill, Shaw, Stachowiak, Whiting

ABSENT: 2 Burger, Jackson

**9. CORRESPONDENCE AND COMMUNICATIONS**

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

**10. EXECUTIVE DIRECTOR'S REPORT**

- Two of the Library's Managers have been promoted within. Sarah Strahl will be Technical Services Department Head and Anne Belden will be the Adult Reference Department Head.
- Digital Media Stats and Study Room Bookings are new categories on the Statistics Summary page.
- The Library will hit a million checkouts this year.
- The Summer Reading program has been successful.
- Circ statistics have been down 2% and visitor stats have gone up 5%.
- Our main file server had a motherboard failure in June. We didn't lose any data, but the episode highlights our need to have more redundancy to compensate for inevitable hardware failures. A server virtualization project, already planned for this year to address this very issue, will be moved to a higher priority.

**11. STANDING COMMITTEE REPORTS**

No Reports.

**12. SPECIAL COMMITTEE REPORTS**

No Reports.

**13. UNFINISHED BUSINESS**

**A. Second Discussion of FY 2012-2013 Budget**

Trustee Burger arrived at 6:28 p.m. during the discussion of the 2012-2013 Working Budget.

Trustee Burger moved:

**“TO APPROVE THE 2012-2013 WORKING BUDGET REVISED WITH THE CHANGE OF ‘SERVICE AND TECHNOLOGY PILOTS’ TO A LINE ITEM TITLE.”**

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

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

ABSENT: 1 Jackson

**B. Selection of Strategic Planning Consultant**

Executive Director Womack presented RFP's from two Consultants for the Library's upcoming Strategic Planning. The Board would like Executive Director Womack to broaden the search.

**C. Discussion of Board Training Options**

Executive Director Womack gave the Board information on a Trustee Training session that is being held at the Dominican University on July 14, 2012.

**14. NEW BUSINESS**

**A. Prevailing Wage Ordinance**

Trustee Blank moved:

**“TO APPROVE ORDINANCE NO. 12-06-1 AN ORDINANCE ADOPTING PREVAILING WAGE WORK RATES TO BE PAID TO LABORERS, MECHANICS AND OTHER WORKERS PERFORMING CONSTRUCTION OF PUBLIC WORKS FOR THE ELA AREA PUBLIC LIBRARY DISTRICT LAKE COUNTY.”**

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

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

ABSENT: 1 Jackson

**B. Transfer of Funds to Special Reserve and Working Cash Ordinance**

Trustee Caudill moved:

**“TO APPROVE ORDINANCE NO. 12-06-2 AN ORDINANCE AUTHORIZING TRANSFER OF FUNDS TO WORKING CASH AND SPECIAL RESERVE FUND.”**

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

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

ABSENT: 1 Jackson

**C. Staff Institute Day on Friday, October 19, 2012**

Vice President Stachowiak moved:

**“TO APPROVE A STAFF INSTITUTE DAY ON FRIDAY, OCTOBER 19, 2012.”**

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

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

ABSENT: 1 Jackson

**D. Food for Fines in December 2012**

Trustee Whiting moved:

**“TO APPROVE THE FOOD FOR FINES IN DECEMBER 2012.”**

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

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

ABSENT: 1 Jackson

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

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 PENDING, PROBABLE, OR IMMINENT LITIGATION AS ALLOWED BY 5ILCS 120/2(c)(11).”**

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

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

ABSENT: 1 Jackson

At 8:26 p.m. President Shaw called the Regular Meeting back to order.

PRESENT: 6 Blank, Burger, Caudill, Shaw, Stachowiak, Whiting

ABSENT: 1 Jackson

**16. ADJOURNMENT**

Trustee Burger moved:

**“TO ADJOURN AT 8:26 P.M.”**

Trustee Whiting seconded the motion.

The motion was unanimously agreed by all Trustees present.

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**Cindy Blank, Secretary**

**Approved at the next Regular Meeting of July 17, 2012**

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**John Shaw, President**