

**ELA AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Meeting
June 21, 2011**

1. REGULAR MEETING

2. CALL TO ORDER

At 6:00 p.m. President Shaw called the Regular Meeting to order.

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

Staff present: Director Campe, B. Duff, G. Traudt, S. Haase, E. Christanson,

M. Rodriguez, P. Paige, V. Stern, C. Wagner

Guests: V. Remback

3. ADJUSTMENTS TO THE AGENDA

A. To move 14. D. Department Head Presentation before 14. A. Prevailing Wage Ordinance.

4. APPROVAL OF MINUTES

A. Approval of the Minutes of the Regular Meeting 5/17/11.

Trustee Burger moved:

“TO APPROVE THE MINUTES OF THE REGULAR MEETING 5/17/11 AS AMENDED.”

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

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

ABSTAIN: 1 Jackson

B. Approval of the Minutes of the Special Board Meeting 5/31/11.

Minutes were approved as amended and a roll call vote was taken.

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

ABSTAIN: 1 Jackson

C. Approval of the Minutes of the Executive Session 5/31/11.

Trustee Caudill moved:

“TO APPROVE THE MINUTES OF THE EXECUTIVE SESSION AS PRESENTED.”

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

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

ABSTAIN: 2 Burger, Jackson

5. PRESIDENT’S REPORT

Board Trustees who would like to attend a Library Workshop at CLC should contact Interim Director Duff to register.

6. VICE PRESIDENT’S REPORT

No Report.

7. SECRETARY'S REPORT

No Report.

8. TREASURER'S REPORT

A. May 2011

Trustee Burger moved:

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

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

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

9. CORRESPONDENCE

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

10. EXECUTIVE DIRECTOR'S REPORT

A. May 2011

- Library usage and related statistics continue to increase.
- Health insurance for staff has increased significantly.
- Executive Director Campe has been preparing all her files for the Administration department.

11. STANDING COMMITTEE REPORTS

No Reports.

12. SPECIAL COMMITTEE REPORTS

B. NSLS: Reports (Kathy Caudill)

Report by Trustee Caudill referencing written report of the May and June meetings.

13. UNFINISHED BUSINESS

A. AV/Media Lab Project Funding

Trustee Burger moved:

"TO FUND THE DIGITAL MEDIA LAB AND THE AUDIOVISUAL UPGRADES IN THE AMOUNT OF \$320,000 FROM THE GENERAL FUND RESERVES."

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

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

Vote was amended.

Trustee Burger moved:

"TO RECIND THE ORIGINAL MOTION."

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

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

Trustee Burger moved:

“TO APPROVE THE FUNDING OF THE DIGITAL MEDIA LAB AND AUDIOVISUAL UPGRADES IN THE AMOUNT OF \$393,000 FROM THE GENERAL FUND RESERVES.”

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

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

NAYS: 1 Stachowiak

B. Fiscal Year 2011/2012 Working Budget

Trustee Caudill moved:

“TO APPROVE THE WORKING BUDGET FOR FISCAL YEAR 2011/2012 WITH THE ADDITION OF THE INFORMATION ON THE COST OF THE JUST APPROVED FOR THE EXPENDITURE ON THE AUDIOVISUAL UPGRADE AND DIGITAL MEDIA LAB FOR \$393,000.”

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

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

14. NEW BUSINESS

D. Department Head Presentation

Val Stern, Department Head of Public Information, Christy Wagner, Department Head of Outreach, Marcy Rodriguez, Department Head of Technical Services and Patti Paige, Department Head of Circulation presented a brief overview of their departments as part of the new Trustee orientations.

A. Prevailing Wage Ordinance

Trustee Caudill moved:

“TO APPROVE ORDINANCE NO. 11-06-1 AN ORDINANCE ADOPTING PREVAILING WAGE 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 Whiting seconded the motion and it carried on a roll call vote.

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

B. Adoption of a Fund Balance Policy per GASB 54 Requirements

Trustee Burger moved:

“TO APPROVE THE FUND BALANCE POLICY WITH LANGUAGE CHANGES.”

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

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

NAYS: 1 Stachowiak

C. Recommendations from the Long Range Financial Plan

Executive Director Campe made recommendations based on the Long Range Financial Plan.

E. Director Search/Interim Director Discussion

The Board has hired Miriam Pollack & Associates as a consultant for the new Director search.

Assistant Director Duff will be Interim Director until a new Executive Director is hired. Erica Christianson, Head of Popular Materials, will temporarily serve as Assistant Director.

F. Resolution to Revoke Patron Privileges

Trustee Whiting moved:

“TO APPROVE TO BAN THIS INDIVIDUAL OF ALL LIBRARY PRIVILEGES.”

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

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

G. Memorial Plaque for Tree

Trustee Caudill moved:

“TO APPROVE TO ALLOW THE MEMORIAL PLAQUE TO BE PURCHASED AND POSITIONED IN SUCH A WAY THAT DOES NOT IMPEDE THE LAWN AND MAINTENANCE SERVICES.”

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

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

NAYS: 1 Burger

H. \$5,000 Donation

A donation of \$5,000 was given to the Library.

I. Gift Policy

The Board will review and rewrite the Gift Policy by the July Board meeting.

J. Internet Access Policy

Vice President Stachowiak moved:

“TO APPROVE THE INTERNET ACCESS POLICY WITH A REVIEWED AND REVISED DATE OF 06/11.”

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

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

K. Printing Policy

Trustee Caudill moved:

“TO APPROVE THE PRINTING POLICY WITH A REVIEWED AND REVISED DATE OF 06/11.”

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

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

15. INFORMATIONAL ITEMS

A. Statistical Data Trend Graphs

Graphs based on Library statistics were given to the Board.

16. PUBLIC FORUM

None.

17. EXECUTIVE SESSION FOR THE PURPOSE OF EMPLOYMENT/APPOINTMENT MATTERS UNDER 5 ILCS 120/2(c)(1)

None.

18. ADJOURNMENT

At 9:17 p.m. it was unanimously agreed by all Trustees present **“TO ADJOURN.”**

Cindy Blank, Secretary

(SEAL)

Approved at the next Regular Meeting of July 19, 2011

John Shaw, President