

**ELA AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Meeting
June 21, 2016**

1. REGULAR MEETING - CALL TO ORDER

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

2. ROLL CALL

Trustees physically present: Blank, Caudill, Dewey, Rossow, Stamoolis, Stoval

Trustees absent: Hafez

Staff present: Executive Director Womack, Assistant Director Christianson, Assistant Director Medows-Discovery and Technology, S. Hyson, S. Haase

Guests Present: S. Harrod

3. PUBLIC COMMENT

No public comment.

4. ADJUSTMENTS TO THE AGENDA

To move **14. A. Introduction of New Assistant Director for Discovery and Technology** to after **4. ADJUSTMENTS TO THE AGENDA**.

14. A. Introduction of New Assistant Director for Discovery and Technology

Executive Director Womack introduced Kevin Medows, Assistant Director of Discovery and Technology.

5. CONSENT AGENDA

A. Approval of the Minutes of the Regular Meeting 5/17/16 (Document)

B. Approval of the Executive Session Minutes 3/15/16 (Document)

C. Approval of the Minutes of the Executive Director Review Subcommittee of the Personnel Committee 2/22/16 (Document)

D. Approval of Executive Session Minutes 4/19/16 (Document)

E. Approval of Finance Committee Minutes 4/28/16 (Document)

Vice President Rossow moved:

“TO APPROVE THE CONSENT AGENDA AS PRESENTED.”

Trustee Stamoolis seconded the motion and it carried on a unanimous voice vote.

6. TRUSTEE REPORTS/COMMENTS

- President Blank reviewed the proposed committee assignments for the Board.

Trustee Stamoolis moved:

“TO APPROVE THE PROPOSED COMMITTEE ASSIGNMENTS AS PRESENTED.”

Trustee Stoval seconded the motion and it carried on a unanimous voice vote.

- A Bylaws committee meeting is scheduled for August 16, 2016.

- Trustee Stamoolis shared comments from the public about their love of our Library.
- The Personnel Policy committee will be reviewing the policy later this year. The Personnel Handbook is currently being reviewed by staff and our legal counsel.

7. APPROVAL OF MINUTES OF LAST MEETING AS REVIEWED OR CORRECTED

None.

8. TREASURER’S REPORT

A. May 2016

Trustee Dewey moved:

“TO APPROVE THE MAY 2016 EXPENDITURES AS AUTHORIZED WITH THE BALANCE OF THE REPORT TO BE FILED FOR AUDIT.”

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

AYES (6): Blank, Caudill, Dewey, Rossow, Stamoolis, Stoval

ABSENT (1): Hafez

9. CORRESPONDENCE AND COMMUNICATIONS

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

10. EXECUTIVE DIRECTOR’S REPORT

- Executive Director Womack gave the Board a copy of the current dashboard format, and a discussion took place amongst the Trustees about the content and format of the dashboard.
- The CCS strategic plan should be finalized in August.
- Executive Director Womack was elected as the CCS Vice President/President Elect position in May.
- Planning for next year’s action plan items has begun. The items will be presented to the Board at the July meeting for review and approval.
- The employee handbook and compensation analysis is out of date and due to be updated.
- The security system will be upgraded or replaced to implement a new firewall and virtual host for our network.
- A big thank you to Assistant Director Christianson for setting up training for management and staff that has covered many different and important topics.
- The Library’s Privacy Policy has been moved to the July meeting for discussion.
- The facilities study team of engineers was out looking at our building and putting a draft together for the facilities study.
- Executive Director Womack will be reviewing the current janitorial contract.

11. STANDING COMMITTEE REPORTS

None.

12. SPECIAL COMMITTEE REPORTS

None.

13. UNFINISHED BUSINESS

A. Second Discussion of FY 2016/2017 Working Budget

Trustee Stamoolis moved:

“TO APPROVE THE FY 2016/2017 WORKING BUDGET AS PRESENTED.”

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

AYES (6): Blank, Caudill, Dewey, Rossow, Stamoolis, Stoval

ABSENT (1): Hafez

B. Privacy and Confidentiality Policy

Moved to the July meeting.

14. NEW BUSINESS

B. Prevailing Wage Ordinance

Trustee Caudill moved:

“TO APPROVE ORDINANCE 16-06-03 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.”

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

AYES (6): Blank, Caudill, Dewey, Rossow, Stamoolis, Stoval

ABSENT (1): Hafez

C. Building Site and Maintenance Levy Ordinance

Trustee Caudill moved:

“TO APPROVE ORDINANCE 16-06-02 AN ORDINANCE DETERMINING TO LEVY AN ADDITIONAL TAX OF .02 PERCENT OF THE VALUE OF ALL TAXABLE PROPERTY IN THE DISTRICT FOR THE PURCHASE OF SITES AND BUILDINGS, THE CONSTRUCTION AND EQUIPMENT OF BUILDINGS, THE RENTAL OF BUILDINGS REQUIRED FOR LIBRARY PURPOSES, AND MAINTENANCE, REPAIRS, AND ALTERATIONS OF LIBRARY BUILDING AND EQUIPMENT FOR THE FISCAL YEAR 2016/2017.”

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

AYES (6): Blank, Caudill, Dewey, Rossow, Stamoolis, Stoval

ABSENT (1): Hafez

D. Ordinance Authorizing Transfer of Funds To Special Reserve Fund

Trustee Caudill moved:

“TO APPROVE ORDINANCE 16-06-04 AN ORDINANCE AUTHORIZING TRANSFER OF FUNDS TO SPECIAL RESERVE FUND.”

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

AYES (6): Blank, Caudill, Dewey, Rossow, Stamoolis, Stoval

ABSENT (1): Hafez

E. Building and Ground Critical Issues

None.

F. Ordinance To Set Schedule of Regular Board Meetings for Fiscal Year 2016/2017

Trustee Caudill moved:

“TO APPROVE ORDINANCE 16-06-01 AN ORDINANCE SETTING SCHEDULE OF REGULAR MEETINGS OF THE ELA AREA PUBLIC LIBRARY DISTRICT, LAKE COUNTY, ILLINOIS.”

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

AYES (6): Blank, Caudill, Dewey, Rossow, Stamoolis, Stoval

ABSENT (1): Hafez

G. Printing Policy

Vice President Rossow moved:

“TO APPROVE THE PRINTING POLICY WITH A REVIEWED AND REVISED DATE OF 06/16.”

Trustee Stamoolis seconded the motion and it carried on a unanimous voice vote.

H. Discussion of New FLSA Salary Threshold for Exempt Staff

Executive Director Womack discussed the new FLSA salary threshold for exempt staff. It will be affecting nine full time Library staff who are classified as exempt. Executive Director Womack will be looking over several different strategies in the next couple of months and also considering adjusting ranges in the compensation analysis. President Blank encouraged a review of the salary ranges, and many board members agreed that an updated salary analysis would be beneficial.

I. Review Closed Session Minutes

To be addressed in Executive Session.

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

None.

B. EXECUTIVE SESSION FOR THE DISCUSSION OF PENDING, PROBABLE, OR IMMINENT LITIGATION AS ALLOWED BY 5 ILCS 120/2(c)(11)

None.

C. EXECUTIVE SESSION FOR THE DISCUSSION OF EXECUTIVE SESSION MINUTES AS ALLOWED BY 5 ILCS 120/2(c)(21)

At 7:41 p.m. Trustee Stamoolis moved:

“TO APPROVE TO MOVE INTO EXECUTIVE SESSION FOR THE DISCUSSION OF EXECUTIVE SESSION MINUTES AS ALLOWED BY 5 ILCS 120/2(c)(21).”

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

AYES (6): Blank, Caudill, Dewey, Rossow, Stamoolis, Stoval

ABSENT (1): Hafez

At 8:03 p.m., President Blank called the Regular Meeting back to order noting the presence of the following trustees

Present (6): Blank, Caudill, Dewey, Rossow, Stamoolis, Stoval

Absent (1): Hafez

Trustee Caudill moved:

“TO APPROVE THAT ALL OF THE CLOSED EXECUTIVE SESSION MEETING MINUTES REMAIN CLOSED.”

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

AYES (6): Blank, Caudill, Dewey, Rossow, Stamoolis, Stoval

ABSENT (1): Hafez

Trustee Caudill moved:

“TO APPROVE THAT THE TAPES FOR EXECUTIVE SESSION MEETINGS THAT TOOK PLACE ON TUESDAY 10/22/13, MONDAY 10/28/13, TUESDAY 11/19/13, TUESDAY 1/21/14, THURSDAY 2/6/14, TUESDAY 2/18/14, TUESDAY 3/18/14, TUESDAY 5/20/14, TUESDAY 6/3/14, TUESDAY 7/15/14 AND TUESDAY 10/21/14 BE DESTROYED AS EACH OF THESE MEETINGS HAS BEEN MEMORIALIZED WITH APPROPRIATE MINUTES).”

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

AYES (6): Blank, Caudill, Dewey, Rossow, Stamoolis, Stoval

ABSENT (1): Hafez

16. ADJOURNMENT

At **8:07** p.m. the meeting was adjourned by the unanimous consent of all trustees present.

Kathy Caudill, Secretary

Approved at the next Regular Meeting of July 19, 2016

Cindy Blank, President