

**ELA AREA PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Regular Meeting  
July 15, 2014**

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

At 6:05 p.m. President Caudill called the Regular Meeting to order.

**2. ROLL CALL**

Trustees physically present: Blank, Caudill, Hall, Stamoolis

Trustees absent: Hafez, Jackson, Rossow

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

Guests present: Justin Pathmann of Pathmann Construction Management, Tiffany Nash and Dan Pohrte of Product Architecture & Design, L. Pavin of Pioneer Press, S. Harrod

**3. ADJUSTMENTS TO THE AGENDA**

**A. Move item 14. B. Discussion of Final Renovation Proposal with Product Architecture + Design to after 10. A. Executive Director's Report.**

**B. Remove 14. H. Presentation by Department Head.**

**4. PUBLIC COMMENT**

None.

**5. PRESIDENT'S REPORT**

No report.

**6. VICE PRESIDENT'S REPORT**

No report.

**7. SECRETARY'S REPORT**

**A. Approval of the Minutes of the Regular Meeting 6/17/14**

Trustee Stamoolis moved:

**"TO APPROVE THE REGULAR MEETING MINUTES FOR THE 6/17/14 MEETING AS PRESENTED."**

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

**8. TREASURER'S REPORT**

**A. June 2014**

Trustee Blank moved:

**"TO APPROVE THE JUNE 2014 EXPENDITURES AS AUTHORIZED WITH THE BALANCE OF THE REPORT TO BE FILED FOR AUDIT**

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

AYES (4): Blank, Caudill, Hall, Stamoolis

ABSENT (3): Hafez, Jackson, Rossow

**9. CORRESPONDENCE AND COMMUNICATIONS**

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

**10. EXECUTIVE DIRECTOR'S REPORT**

**A. June 2014**

- A presentation on the renovation will be given by Architects.
- A walkthrough for the contractors bidding on our renovation work is scheduled for July 24<sup>th</sup>.
- The IT project is going well. The new computers will be rolled out to staff first. Set up of the public computers will follow.
- Technology training for staff will take place after new computers have been set up.
- Per Capita requirements will be reviewed at this Board meeting.
- Discussion of taking a hiatus from the Spring Luncheon.
- Annual Breakfast with the Village is scheduled for July 31<sup>st</sup> at Kemper.
- The Deer Park Annexation Hearing is scheduled for July 21<sup>st</sup>.
- A copy of the PEW Study will be emailed to each of the Trustees.

**14. B. Discussion of Final Renovation Proposal with Product Architecture + Design**

Tiffany Nash and Dan Pohrte of Product Architecture & Design presented the final renovation plans for the Library including the layout and furniture decisions.

Justin Pathmann of Pathmann Construction Management discussed the renovation timeline.

**11. STANDING COMMITTEE REPORTS**

**A. Building & Grounds Committee:**

Trustee Stamoolis gave an update on the parking lot traffic flow and signage.

**12. SPECIAL COMMITTEE REPORTS**

No reports.

**13. UNFINISHED BUSINESS**

**A. Board Retreat**

No report.

**14. NEW BUSINESS**

**A. Appointment of Two Board Members to Audit 2013/2014 Meeting Minutes**

President Caudill appointed Trustee Blank and Trustee Hall to review and audit the 2013/2014 Meeting Minutes/Documents binder.

**C. Review of PR and Press Release Content for Renovation Project**

The Board will submit additions/changes to Executive Director Womack for the final press release.

**D. Per Capita Grant Requirements for FY14/15**

In order to complete the Per Capita Grant application, the Library Board reviewed Chapter 7 “Collection Management and Resource Sharing” from the Illinois Public Library Standards.

**E. Review of Action Plan for FY 2014/2015**

Trustee Blank moved:

**“TO APPROVE THE ACTION PLAN FOR FY2014-2015 AS REVIEWED, REVISED AND AMENDED.”**

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

AYES: 4 Blank, Caudill, Hall, Stamoolis

ABSENT: 3 Hafez, Jackson, Rossow

**F. Board, Adult Volunteers & Teen Volunteers Privileges Policy**

The policy will be reviewed at the August Board meeting.

**G. Approval of New IMRF Authorized Agent**

Trustee Blank moved:

**“TO APPROVE MEGAN CREEL, HR GENERALIST, AS THE NEW IMRF AUTHORIZED AGENT.”**

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

AYES: 4 Blank, Caudill, Hall, Stamoolis

ABSENT: 3 Hafez, Jackson, Rossow

A short break was taken at 8:45 p.m.

The meeting resumed as 8:52 p.m.

**I. Review of the Circulation Policy**

Trustee Stamolis moved:

**“TO APPROVE THE CIRCULATION POLICY WITH A REVIEWED AND REVISED DATE OF 7/14.”**

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

AYES: 4 Blank, Caudill, Hall, Stamoolis

ABSENT: 3 Hafez, Jackson, Rossow

**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)**

At 8:54 p.m. Trustee Stamoolis moved:

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

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

AYES: 4 Blank, Caudill, Hall, Stamoolis

ABSENT: 3 Hafez, Jackson, Rossow

At 9:16 p.m., President Caudill called the Regular Meeting back to order noting the presence of the following trustees and staff:

Present: 4 Blank, Caudill, Hall, Stamoolis

Absent: 3 Hafez, Jackson, Rossow

Staff: Executive Director M. Womack

**16. ADJOURNMENT**

At 9:16 p.m. the meeting was adjourned with unanimous consent of the Board members present.

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**Cindy Blank, Secretary**

**Approved at the next Regular Meeting of August 19, 2014**

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**Kathy Caudill, President**