

**ELA AREA PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Regular Meeting  
July 16, 2013**

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

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

**2. ROLL CALL**

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

Trustees absent: Burger

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

Public present: S. Harrod

**3. ADJUSTMENTS TO THE AGENDA**

**A. Item 14. C. Executive Session Minutes Review and 14. D. Executive Session Recordings** has been moved to follow **14. F. Per Capita Grant Requirements for FY 13/14.**

**4. PUBLIC COMMENT**

Mr. Harrod made a recommendation to move **PUBLIC COMMENT** to before **EXECUTIVE SESSION**. President Caudill expressed that the Board will give his suggestion its consideration.

**5. PRESIDENT'S REPORT**

President Caudill gave a report on the ALA Conference she had attended.

**6. VICE PRESIDENT'S REPORT**

No Report.

**7. SECRETARY'S REPORT**

**A. Approval of the Minutes of the Regular Meeting 6/4/13**

Trustee Blank moved:

**“TO APPROVE THE MINUTES OF THE REGULAR MEETING 6/4/13 AS PRESENTED”.**

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

The motion was unanimously agreed upon by all Trustees present.

**B. Approval of the Minutes of the Special Meeting 6/25/13**

Minutes will be reviewed at the September 17, 2013 Regular Board Meeting.

**8. TREASURER'S REPORT**

**A. May 2013**

Trustee Stamoolis moved:

**“TO APPROVE THE MAY 2013 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: 6 Blank, Caudill, Hafez, Hall, Jackson, Stamoolis

ABSENT: 1 Burger

**B. June 2013**

Trustee Jackson moved:

**“TO APPROVE THE JUNE 2013 EXPENDITURES AS AUTHORIZED WITH THE BALANCE OF THE REPORT TO BE FILED FOR AUDIT.”**

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

AYES: 6 Blank, Caudill, Hafez, Hall, Jackson, Stamoolis

ABSENT: 1 Burger

**9. CORRESPONDENCE AND COMMUNICATIONS**

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

**10. EXECUTIVE DIRECTOR’S REPORT**

**A. May/June 2013**

- Our Library was awarded a national “Best in Show” prize for our Teen and Young Adult promotional materials. The Library also won an Honorable Mention for the Footnotes newsletter.
- The new fiber optic project is done.
- The new website project has been completed.
- The server virtualization project is going well.
- We have had over 400,000 visitors to the library in the 2013-13 fiscal year.
- Assistant Director Brenda Duff is retiring and Erica Christianson, Head of Popular Materials will be moving into the position of Assistant Director in September.
- Ehlers is working on the Library’s cash flow analysis.
- The Budget was passed in June. The operating surplus from 2013 will be used to implement priorities identified in the Strategic Plan.

**11. STANDING COMMITTEE REPORTS**

No Reports.

**12. SPECIAL COMMITTEE REPORTS**

No Reports.

**13. UNFINISHED BUSINESS**

None.

**14. NEW BUSINESS**

**A. Adopt Mission Statement**

Trustee Blank moved:

**“TO ADOPT THE NEW MISSION STATEMENT AS PRESENTED.”**

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

The motion was unanimously agreed upon by all Trustees present.

**B. Adopt Strategic Plan**

Trustee Stamoolis moved:

**“TO APPROVE TO ADOPT THE STRATEGIC PLAN WITH THE TWO SPECIFIC LANGUAGE CHANGES RECOMMENDED THIS EVENING.”**

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

The motion was unanimously agreed upon by all Trustees present.

**E. Appointment of Two Board Members to Audit 2012/2013 Meeting Minutes**  
President Caudill appointed Trustee Hafez and Trustee Hall to review and audit the 2012/2013 Meeting Minutes/Documents binder. There was consensus by the Board as to these appointments.

**F. Per Capita Grant Requirements for FY 13/14**

In order to complete the Per Capita Grant application, the Library Board must review Chapter 10 "Marketing, Promotion, and Collaboration" from the Illinois Public Library Standards.

**C. Executive Session Minutes Review**

Will be discussed in the Executive Session.

**D. Executive Session Recordings**

Will be discussed in the Executive Session.

**G. Executive Director Review**

Will be discussed in the Executive Session.

**15. A. EXECUTIVE SESSION FOR THE REVIEW OF CLOSED MEETING MINUTES AND TAPES UNDER 5 ILCS 120/2(c)(21)**

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

**At 7:33 p.m. Trustee Blank moved:**

**"TO GO INTO EXECUTIVE SESSION FOR THE DISCUSSION OF THE REVIEW OF CLOSED MEETING MINUTES AND TAPES UNDER 5ILCS 120/2(c)(21) AND FOR THE DISCUSSION OF PERSONNEL MATTERS 5ILCS 120/2(c)(1)."**

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

The motion was unanimously agreed upon by all Trustees present.

At 8:21 p.m. President Caudill called the Regular Meeting back to order and roll call was taken.

PRESENT: 6 Blank, Caudill, Hafez, Hall, Jackson, Stamoolis

ABSENT: 1 Burger

Trustee Blank moved:

**"THAT ALL EXECUTIVE SESSION MEETING MINUTES REMAIN CLOSED AND THE EXECUTIVE SESSION VERBATIM RECORDINGS FROM 5/31/11 THRU 12/6/11 BE DESTROYED."**

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

AYES: 6 Blank, Caudill, Hafez, Hall, Jackson, Stamoolis

ABSENT: 1 Burger

A Special Meeting will be held on August 19, 2013 at 6 p.m. for discussion of personnel matters.

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

None.

**16. ADJOURNMENT**

At 8:24 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 September 17, 2013**

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**Kathy Caudill, President**