

**ELA AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Meeting
September 15, 2009**

1. BUDGET AND APPROPRIATION HEARING

Call to Order

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

Trustees present: Burger, Caudill, Shaw, Stachowiak, Washburn

Trustees absent: Black, Whiting

Staff present: Executive Director Campe, Assistant Director Duff, G. Traudt, S. Haase, M. Womack

Guests present: Paul Inserra, Auditor

B. Hearing

No Public Comment.

C. ADJOURNMENT OF BUDGET AND APPROPRIATION HEARING

Trustee Burger motioned:

“TO ADJOURN THE BUDGET AND APPROPRIATION HEARING.”

President Caudill seconded the motion and it carried on a voice vote.

AYES: 5 Burger, Caudill, Shaw, Stachowiak, Washburn

ABSENT: 2 Black, Whiting

2. REGULAR MEETING

3. CALL TO ORDER

At 6:02 p.m. President Caudill called the Regular Meeting to order.

Trustees present: Burger, Caudill, Shaw, Stachowiak, Washburn

Trustees absent: Black, Whiting

Staff present: Executive Director Campe, Assistant Director Duff, G. Traudt, S. Haase, M. Womack

Guests present: Paul Inserra, Auditor

4. ADJUSTMENTS TO THE AGENDA

None.

5. SPECIAL RESERVE FUND ORDINANCE

Vice President Stachowiak motioned:

**“TO APPROVE ORDINANCE NO. 09-9-1, ORDINANCE AUTHORIZING
TRANSFER OF FUNDS TO SPECIAL RESERVE FUND.”**

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

AYES: 5 Burger, Caudill, Shaw, Stachowiak, Washburn

ABSENT: 2 Black, Whiting

BUDGET AND APPROPRIATIONS ORDINANCE

Vice President Stachowiak motioned:

“TO APPROVE ORDINANCE NO. 09-09-2, COMBINED ANNUAL BUDGET AND APPROPRIATIONS ORDINANCE FOR LIBRARY PURPOSES FOR THE FISCAL YEAR 2009/2010.”

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

AYES: 5 Burger, Caudill, Shaw, Stachowiak, Washburn

ABSENT: 2 Black, Whiting

6. INDEPENDENT AUDITOR’S REPORT

An Independent Auditor’s Report was given by Paul Inserra of McClure, Inserra & Co. He stated that the audit went smoothly and the Ela Area Public Library is in good shape financially. Reports were passed out to the Board members, audit highlights were explained by Paul Inserra, and questions were asked.

Trustee Whiting arrived at 6:14 p.m., during the Independent Auditor’s Report.

Trustee Shaw motioned:

“TO APPROVE THE INDEPENDENT AUDITOR’S REPORT.”

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

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

ABSENT: 1 Black

7. APPROVAL OF MINUTES

A. Regular Meeting / July 21, 2009

Minutes were approved as printed by the full consent of the Board members present.

8. PRESIDENT’S REPORT

A. President Caudill made available to the Board, an NSLS packet of upcoming events.

9. VICE PRESIDENT’S REPORT

No Report.

10. SECRETARY’S REPORT

No Report.

11. TREASURER’S REPORT

A. JULY 2009

President Caudill moved:

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

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

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

ABSENT: 1 Black

B. AUGUST 2009

President Caudill moved:

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

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

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

ABSENT: 1 Black

12. CORRESPONDENCE

Correspondence folder was passed.

13. EXECUTIVE DIRECTOR’S REPORT

A. July 2009

B. August 2009

Director Campe reviewed highlights of the Librarians’ Reports.

- Approval has been given by the Village of Lake Zurich for an electronic sign outside of the library.
- The overall percentage increase in the monthly statistics has been amazing. They have been increasing since the Popular Materials renovation.
- Digital book statistics has had a tremendous increase.
- An artist painted a mural in the Children’s department to advertise the Children’s garden.

14. STANDING COMMITTEE REPORTS

No reports.

15. SPECIAL COMMITTEE REPORTS

C. NSLS: Report (Kathy Caudill)

Report given by President Caudill.

D. Friends of the Library: (Chris Stachowiak)

Report given by Vice President Stachowiak.

16. UNFINISHED BUSINESS

A. Mid-Month Director Report

The Board will revisit at another time.

17. NEW BUSINESS

A. Transfer of Additional General Fund Surplus to IMRF Fund

Trustee Burger moved:

“TO APPROVE THE TRANSFER OF AN ADDITIONAL \$49,000 FROM THE GENERAL FUND SURPLUS TO THE IMRF FUND.”

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

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

ABSENT: 1 Black

B. Per Capita Grant Application

Trustee Burger moved:

“TO APPROVE THE PER CAPITA GRANT APPLICATION.”

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

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

ABSENT: 1 Black

C. Executive Session Minutes Review

Trustee Burger moved:

“TO APPROVE THAT THE CLOSED EXECUTIVE SESSION MEETING MINUTES REMAIN CLOSED FOR ANOTHER SIX MONTHS.”

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

AYES: 4 Burger, Caudill, Stachowiak, Washburn

ABSTAIN: 2 Shaw, Whiting

ABSENT: 1 Black

D. Executive Session Tapes

Vice President Stachowiak moved:

“TO APPROVE TO DESTROY THE EXECUTIVE SESSION TAPE DATED 3/20/07.”

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

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

ABSENT: 1 Black

At 7:30 p.m. a break in session was taken.

E. Director Review

Will be discussed during the Executive Session.

18. INFORMATIONAL ITEMS

A. IPLAR Report

B. 2008-2009 Annual Report

19. PUBLIC FORUM

None.

20. EXECUTIVE SESSION FOR 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)

At 7:38 p.m. President Caudill moved:

“TO GO INTO EXECUTIVE SESSION FOR THE DISCUSSION OF PERSONNEL MATERS 5ILCS 120/2(c)(1)

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

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

NAYS:

ABSENT: 1 Black

At 8:45 p.m. Trustee Burger moved:

“TO GO OUT OF EXECUTIVE SESSION AND BACK INTO GENERAL SESSION.”

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

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

NAYS:

ABSENT: 1 Black

21. ADJOURNMENT

At 8:45 p.m. it was unanimously agreed by all Trustees present

“TO ADJOURN.”

John Shaw, Acting Secretary

(SEAL)

Approved at the next Regular Meeting of October 20, 2009

Kathy Caudill, President