ELA AREA PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Regular Meeting  
September 16, 2008

1. BUDGET AND APPROPRIATION HEARING  
a. Call to Order  
At 6:00 p.m. President Caudill called the hearing to order.  
Trustees present: Black, Caudill, Lang, Rossow, Stachowiak, Washburn  
Trustees absent: Burger  
Staff present: Director Campe, G. Traudt, S. Haase  
Guests present: Paul Inserra, Auditor  
b. Hearing  
No Public Comment.  
c. ADJOURNMENT OF BUDGET AND APPROPRIATION HEARING  
Vice President motioned:  
“TO ADJOURN THE BUDGET AND APPROPRIATION HEARING.”  
Trustee Black seconded the motion and it carried on a voice vote.  
AYES: 6 Black, Caudill, Lang, Rossow, Stachowiak, Washburn  
ABSENT: 1 Burger

2. REGULAR MEETING

3. CALL TO ORDER  
At 6:01 p.m. President Caudill called the Regular Meeting to order.  
Trustees present: Black, Caudill, Lang, Rossow, Stachowiak, Washburn  
Trustees absent: Burger  
Staff present: Director Campe, G. Traudt, S. Haase  
Guests present: Paul Inserra, Auditor

4. ADJUSTMENTS TO THE AGENDA  
None.

5. SPECIAL RESERVE FUND ORDINANCE  
Vice President Stachowiak motioned:  
“TO APPROVE ORDINANCE NO. 08-9-1, ORDINANCE AUTHORIZING TRANSFER OF FUNDS TO SPECIAL RESERVE FUND.”  
Trustee Rossow seconded the motion.  
Trustee Lang motioned:  
“TO AMEND ORDINANCE NO. 08-9-1, ORDINANCE AUTHORIZING TRANSFER OF FUNDS TO SPECIAL RESERVE FUND TO CHANGE THE SECTIONS IN THE CODE IN THE FIRST AND SECOND PARAGRAPHS AND ADD THE DATE OF SEPTEMBER 16TH.”  
Trustee Black seconded the motion and the amendment to the motion carried on a roll call vote.  
AYES: 6 Black, Caudill, Lang, Rossow, Stachowiak, Washburn  
ABSENT: 1 Burger
The motion as amended carried on a roll vote.
AYES: 6 Black, Caudill, Lang, Rossow, Stachowiak, Washburn
ABSENT: 1 Burger

BUDGET AND APPROPRIATIONS ORDINANCE
Vice President Stachowiak motioned:
“TO APPROVE ORDINANCE NO. 08-9-2, COMBINED ANNUAL BUDGET
AND APPROPRIATION ORDINANCE FOR LIBRARY PURPOSES FOR THE
FISCAL YEAR 2008/2009.”
Trustee Lang seconded the motion and it carried on a roll call vote.
AYES: 6 Black, Caudill, Lang, Rossow, Stachowiak, Washburn
ABSENT: 1 Burger

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 Washburn motioned:
“TO APPROVE THE INDEPENDENT AUDITOR’S REPORT.”
Trustee Rossow seconded the motion and it carried on a voice vote.
AYES: 6 Black, Caudill, Lang, Rossow, Stachowiak, Washburn
ABSENT: 1 Burger

7. PRESIDENT’S REPORT
a. The Board signed a Thank You card for Representative Sullivan for the $15,000 check
that the Library received for our sign.
b. President Caudill spoke about the Canadian National Railroad hearings and preparing
a letter for the Board to send with comments regarding the Draft Environmental
Impact Statement.
c. ILA Conference is being held September 23-26, 2008 in Chicago.

8. CORRESPONDENCE
Correspondence folder was passed.

9. SECRETARY’S REPORT: MINUTES OF MEETING
a. Regular Meeting / July 15, 2008
President Caudill moved:
“TO APPROVE THE REGULAR MEETING MINUTES OF JULY 15, 2008
AS PRESENTED.”
Minutes were approved by the full consent of the Board members present.
b. Executive Session Meeting / July 15, 2008
President Caudill moved:
“TO APPROVE THE EXECUTIVE SESSION OF JULY 15, 2008 FOR THE
PURPOSE OF EVALUATING THE DIRECTOR (UNDER 5ILCS 120/2(c)(1)
OF THE ILLINOIS STATE STATUTES AS PRESENTED.”
Minutes were approved by the full consent of the Board members present.
c. Personnel Committee Meeting / August 14, 2008
President Caudill moved:
“TO APPROVE THE PERSONNEL COMMITTEE MEETING MINUTES OF AUGUST 14, 2008 AS PRESENTED.”
Minutes were approved by the full consent of the Board members present.

d. Executive Session Meeting / August 14, 2008
President Caudill moved:
“TO APPROVE THE EXECUTIVE SESSION MEETING OF THE PERSONNEL EXECUTIVE REVIEW SUB-COMMITTEE AS MODIFIED WITH THE SPELLING OF THE WORD PURPOSE.”
Minutes were approved by the full consent of the Board members present.

10. TREASURER’S REPORT
a. JULY 2008
President Caudill moved:
“TO APPROVE THE EXPENDITURES AS AUTHORIZED WITH THE BALANCE OF THE REPORT TO BE FILED FOR AUDIT.”
Trustee Rossow seconded the motion and it carried on a roll call vote.
AYES:  6 Black, Caudill, Lang, Rossow, Stachowiak, Washburn
ABSENT:  1 Burger

b. AUGUST 2008
President Caudill moved:
“TO APPROVE THE EXPENDITURES AS AUTHORIZED WITH THE BALANCE OF THE REPORT TO BE FILED FOR AUDIT.”
Vice President Stachowiak seconded the motion and it carried on a roll call vote.
AYES:  6 Black, Caudill, Lang, Rossow, Stachowiak, Washburn
ABSENT:  1 Burger

11. DIRECTOR’S REPORT
Director Campe reviewed highlights of the Librarian’s Report.
- The Library is getting a limited plat of survey done for the area where a new sign may be located.
- Reviewed the library statistics report.
- A car counter is going to be installed by the drive-up window.
- The Library is on a two year track with the RFID system.
- The new computers have been installed in the staff area and installation will begin in the public areas.
- Old computers will be going up for sale soon.
- Early voting will be held at the Library.
- Personnel policy handbook review status: Policy has been revised and it is being reviewed by the Library’s attorney. The goal is to have the Personnel Committee Meeting in about 3 weeks and have the policy ready for the Board to review at the October meeting.

12. STANDING COMMITTEE REPORTS
No reports.

A 5 minute break was taken.

13. 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.

14. **UNFINISHED BUSINESS**
   None

15. **NEW BUSINESS**
   a. Review of Open Meeting Act, Ethics Ordinance, Freedom of Information Act
      A questions and answer session was held.
   b. **Per Capita Grant Application**
      Vice President Stachowiak moved:
      “TO APPROVE THE PER CAPITA GRANT APPLICATION.”
      Trustee Rossow seconded the motion and it carried on a roll call vote.
      AYES: 6 Black, Caudill, Lang, Rossow, Stachowiak, Washburn
      ABSENT: 1 Burger
   c. **Public Usage of Electronic Equipment Policy**
      Trustee Washburn moved:
      “TO APPROVE THE PUBLIC USAGE OF ELECTRONIC EQUIPMENT
      POLICY WITH A REVIEWED DATE OF 09/08.”
      Trustee Rossow seconded the motion and it carried on a roll call vote.
      AYES: 6 Black, Caudill, Lang, Rossow, Stachowiak, Washburn
      ABSENT: 1 Burger

16. **INFORMATIONAL ITEMS**
   a. **IPLAR Report**
      Report given by Director Campe.
   b. **2007-2008 Annual Report**
      Reports given to each Board member.
   c. **Meet Your Trustee Report**
      Trustee Washburn gave report.

17. **PUBLIC FORUM**
   None.

18. **EXECUTIVE SESSION FOR THE REVIEW OF CLOSED MEETING MINUTES AND TAPES UNDER 5ILCS 120/2(c)(21)**
   At 8:15 p.m. Trustee Black moved:
   “TO GO INTO EXECUTIVE SESSION FOR THE REVIEW OF CLOSED
   MEETING MINUTES AND TAPES UNDER 5ILCS 120/2(c)(21)
   Trustee Lang seconded the motion and it carried on a roll call vote.
   AYES: 6 Black, Caudill, Lang, Rossow, Stachowiak, Washburn
   ABSENT: 1 Burger
   
   At 8:50 p.m. Trustee Rossow moved:
   “TO GO OUT OF EXECUTIVE SESSION AND BACK INTO GENERAL
   SESSION.”
   Vice President Stachowiak seconded the motion and it carried on a roll call vote.
   AYES: 6 Black, Caudill, Rossow, Stachowiak, Washburn
   ABSENT: 1 Burger
Regular session resumed at 8:50 p.m.

Trustees present: 6  Black, Caudill, Lang, Rossow, Stachowiak, Washburn

Trustees absent: 1  Burger

Vice President Stachowiak moved:
“TO DESTROY THE EXECUTIVE SESSION CD’S THAT WERE GREATER THAN 18 MONTHS.”

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

AYES: 6  Black, Caudill, Lang, Rossow, Stachowiak, Washburn
ABSENT: 1 Burger

Trustee Black moved:
“TO OPEN EXECUTIVE MINUTES FOR 6/17/03, 8/26/03, 10/21/03, 7/20/04, 2/15/05, 3/15/05, 8/10/05, 7/17/07, 7/30/07, 3/18/08, 7/15/08, AND 8/14/08 AND TO CONTINUE TO KEEP MINUTES CLOSED FOR ALL OTHER PREVIOUSLY CLOSED MINUTES.”

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

AYES: 6  Black, Caudill, Lang, Rossow, Stachowiak, Washburn
ABSENT: 1 Burger

19.  ADJOURNMENT

At 8:53 p.m. Trustee Black moved:
“TO ADJOURN.”

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

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Wendy Lang, Secretary

(SEAL)

Approved at the next Regular Meeting of October 21, 2008

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Kathy Caudill, President