

**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.

Wendy Lang, Secretary

(SEAL)

Approved at the next Regular Meeting of October 21, 2008

Kathy Caudill, President