

**ELA AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Meeting
September 17, 2019**

1. REGULAR MEETING - CALL TO ORDER

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

2. ROLL CALL

Trustees physically present: Blank, Caudill, Corzine, Hurst, Stamoolis, Steker

Trustees absent: Fuller

Staff present: Executive Director Womack, Assistant Director Christianson, Sherri Hyson, M. Creel, D. Bryzelak, N. Ziarnik

Guest present: Paul Inserra of McClure, Inserra & Co., Chtd.

3. PUBLIC COMMENT

None.

4. ADJUSTMENTS TO THE AGENDA

To move and **14. A. 2018-2019 Financial Audit – Presented by Paul Inserra of McClure, Inserra & Co., Chtd.** to after **4. ADJUSTMENTS TO THE AGENDA.**

14. A. 2018-2019 Financial Audit – Presented by Paul Inserra of McClure, Inserra

Paul Inserra of McClure, Inserra & Co., Chtd. presented the 2018-2019 Audited Financial Statement to the Board.

Trustee Stamoolis moved:

“TO ACCEPT THE 2018-2019 FINANCIAL AUDIT.”

Trustee Caudill seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (6): Blank, Caudill, Corzine, Hurst, Stamoolis, Steker

ABSENT (1): Fuller

5. CONSENT AGENDA

B. Approval of the Minutes of the Executive Session Meeting July 16, 2019

Trustee Stamoolis moved:

“TO APPROVE THE MINUTES OF THE EXECUTIVE SESSION MEETING JULY 16, 2019 OF THE CONSENT AGENDA AS PRESENTED.”

Trustee Caudill seconded the motion and it carried on a unanimous voice vote of all Trustees present.

6. APPROVAL OF ITEMS MOVED FROM THE CONSENT AGENDA

Trustee Blank moved:

“TO APPROVE CONSENT AGENDA ITEM 5A. APPROVAL OF THE MINUTES OF THE REGULAR MEETING JULY 16, 2019 AS REVISED.”

Trustee Caudill seconded the motion and it carried on a unanimous voice vote of all Trustees present.

7. TRUSTEE REPORTS/COMMENTS

Trustee Stamoolis – Noted exceptional service from Isabelle. Also mentioned his wife Evy attended the Mental Health First Aid training and she loved both Saturdays.

Trustee Blank – Discussed how impressed she was with the Annual Report and that it showed the collaboration and teamwork of the staff. She also attended the Family Search Program.

Trustee Caudill – Asked the Trustees if they were planning on coming to the ILA (Illinois Library Association) Conference and all Trustees plan to attend. Mentioned the Trustees Forum and that she is on the committee that is updating the by-laws.

Trustee Steker – Gave a RAILS member update and that there is a heavy focus on Library's roll in the 2020 Census.

8. TREASURER'S REPORT

A. July 2019

B. August 2019

Trustee Blank moved:

“TO APPROVE THE JULY AND AUGUST 2019 EXPENDITURES AS AUTHORIZED WITH THE BALANCE OF THE REPORTS TO BE FILED FOR AUDIT.”

Trustee Caudill seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (6): Blank, Caudill, Corzine, Hurst, Stamoolis, Steker

ABSENT (1): Fuller

9. CORRESPONDENCE AND COMMUNICATIONS

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

The Trustees received a copy of the 2018-2019 Annual Report. This document offers a summary of what happened at the Library throughout the fiscal year.

10. EXECUTIVE DIRECTOR'S REPORT

- Executive Director Womack mentioned the TIF (Tax Incremental Financing) meeting and discussed 3 Districts: Dearborn, 3 acre parcel in downtown Lake Zurich and Rand Road development.
- Indian Trails Library is joining CCS.
- Phase 1 & 2 of parking lot were done and planned to meet with parking lot Construction Company (9/18) to discuss whether they would meet contract completion date.
- Reviewed the Budget and Appropriations process with the Trustees.
- Gave eBook update and McMillan Publisher's embargo on new works for 8 weeks.

11. STANDING COMMITTEE REPORTS

None.

12. SPECIAL COMMITTEE REPORTS

None.

13. UNFINISHED BUSINESS

None.

14. NEW BUSINESS

B. Department Presentations/Introductions- Natalie Ziarnik, Children's Dept.

Head of the Children's Department, Natalie Ziarnik, presented an overview of the Dinosaur Discoveries: Ancient Fossils, New Ideas Exhibit that is running October 5, 2019 to January 5, 2020.

C. Approval of 2018-2019 Amended Budget & Appropriations Ordinance

Trustee Blank moved:

"TO APPROVE ORDINANCE 19-09-01 AN ORDINANCE AMENDING THE APPROPRIATION ORDINANCE FOR THE FISCAL YEAR BEGINNING JULY 1, 2018 AND ENDING ON JUNE 30, 2019."

Trustee Stamoolis seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (6): Blank, Caudill, Corzine, Hurst, Stamoolis, Steker

ABSENT (1): Fuller

D. Approval of 2019-2020 Budget & Appropriations Ordinance

Trustee Caudill moved:

"TO APPROVE ORDINANCE 19-09-02 COMBINED ANNUAL BUDGET AND APPROPRIATION ORDINANCE FOR LIBRARY PURPOSES FOR THE FISCAL YEAR 2019-2020."

Trustee Steker seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (6): Blank, Caudill, Corzine, Hurst, Stamoolis, Steker

ABSENT (1): Fuller

E. Review of Executive Director Review Policy

President Corzine attended the Department Head's meeting on September 11, 2019. President Corzine reviewed the Executive Director Review process with the Trustees present. The Executive Director Evaluation form is due back to President Corzine by September 30, 2019. The EDR Committee will meet on October 8th to review and consolidate the information and present it at the October Board Meeting.

F. Privacy and Confidentiality Policy

Trustee Blank moved:

"TO APPROVE THE PRIVACY AND CONFIDENTIALITY POLICY WITH A REVIEWED AND REVISED DATE OF SEPTEMBER 2019 WITH INCLUDED CHANGES."

Trustee Stamoolis seconded the motion and it carried on a unanimous voice vote of all Trustees present.

G. Identity Protection Policy

Trustee Hurst moved:

“TO APPROVE THE IDENTITY PROTECTION POLICY WITH A REVIEWED AND REVISED DATE OF SEPTEMBER 2019.”

Trustee Blank seconded the motion and it carried on a unanimous voice vote of all Trustees present.

H. Closed for Staff Training Day February 21, 2020

Trustee Caudill moved:

“TO CLOSE THE LIBRARY ON FEBRUARY 21, 2020 FOR STAFF TRAINING DAY.”

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

I. Closed for Dinosaur Exhibit Install September 30, 2019

Trustee Blank moved:

“TO CLOSE THE LIBRARY ON SEPTEMBER 30, 2019 FOR DINOSAUR EXHIBIT INSTALL.”

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

J. Approval of Trustee Expense Reports

None

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 9:03p.m. Trustee Blank 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 Caudill seconded the motion and it carried on a unanimous roll call vote.

AYES (6): Blank, Caudill, Corzine, Hurst, Stamoolis, Steker

ABSENT (1): Fuller

At 10:21 p.m., President Corzine called the Regular Meeting back to order noting the following board members were present: Blank, Caudill, Corzine, Hurst, Stamoolis, Steker. Also present were Executive Director Womack and HR Manager, Megan Creel.

**C. EXECUTIVE SESSION FOR THE DISCUSSION OF EXECUTIVE SESSION
MINUTES AS ALLOWED BY 5 ILCS 120/2(c)(21)**

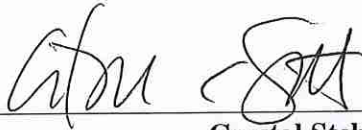
None

16. ADJOURNMENT

At 10:22 p.m. Trustee Blank moved:

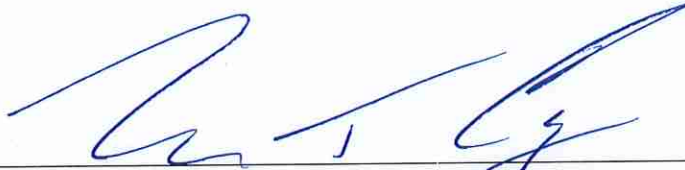
“TO ADJOURN.”

Trustee Caudill seconded the motion and it carried on a unanimous voice vote of Trustees present.



Crystal Steker, Secretary

Approved at the next Regular Meeting of October 15, 2019



Eric Corzine, President