

**ELA AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Meeting
September 18, 2007**

I. BUDGET AND APPROPRIATION HEARING

a. Call to Order

At 6:00 p.m. President Caudill called the hearing to order.

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

Trustees absent: Black, Burger

Staff present: Director Campe, Asst. Director Duff, G. Traudt, S. Haase, Warren

Dawkins, Jenny Plohr, and George Kalinka

Guests present: Paul Inserra, Auditor

b. Hearing

No Public Comment

c. ADJOURNMENT OF BUDGET AND APPROPRIATION HEARING

Trustee Rossow motioned to:

“TO ADJOURN THE BUDGET AND APPROPRIATION HEARING.”

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

AYES: 5 Caudill, Lang, Rossow, Stachowiak, Washburn

ABSENT: 2 Black, Burger

II. REGULAR MEETING

III. CALL TO ORDER

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

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

Trustees absent: Black, Burger

Staff present: Director Campe, Asst. Director Duff, G. Traudt, S. Haase, Warren

Dawkins, Jenny Plohr, and George Kalinka

Guests present: Paul Inserra, Auditor

IV. ADJUSTMENTS TO THE AGENDA

a. XVI. c. Opinion from Ancel Glink on Transfer of Bond Fund Interest moved after Presentation of Open Meetings Act – Britt Isaly

b. X. b. and e. and XVI. f. and g. moved under XVII. EXECUTIVE SESSION FOR THE REVIEW OF CLOSED MEETING MINUTES AND TAPES UNDER 5 ILCS 120/2(c)(21).

c. XVIII. INFORMATIONAL ITEMS to be moved before XVII. EXECUTIVE SESSION FOR THE REVIEW OF CLOSED MEETING MINUTES AND TAPES UNDER 5 ILCS 120/2(c)(21)

V. SPECIAL RESERVE FUND ORDINANCE

Trustee Rossow moved:

“TO APPROVE THE ORDINANCE AUTHORIZING TRANSFER OF FUNDS TO THE SPECIAL RESERVE FUND ORDINANCE # 07-9-1

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

AYES: 5 Caudill, Lang, Rossow, Stachowiak, Washburn

ABSENT: 2 Black, Burger

BUDGET AND APPROPRIATION ORDINANCE

Trustee Black arrived at 6:05 p.m. before the motion to approve the Budget & Appropriations Ordinance.

Trustee Rossow moved:

“TO APPROVE THE COMBINED ANNUAL BUDGET AND APPROPRIATIONS ORDINANCE FOR LIBRARY PURPOSES FOR THE FISCAL YEAR 2007/2008 ORDINANCE # 07-9-2.”

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

The approval of the Combined Annual Budget and Appropriations Ordinance for Library Purposes for the Fiscal Year 2007/2008 Ordinance # 07-9-2 was tabled until after XVI. New Business (c) Opinion From Ancel Glink on Transfer of Bond Fund Interest presented by Britt Isaly, Attorney.

VI. PRESIDENT’S REPORT

a. Vice President Stachowiak completed all Trustee training classes presented by NSLS.

VII. 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.

Vice President Stachowiak moved:

“TO APPROVE THE INDEPENDENT AUDITOR’S REPORT OF MCCLURE, INSERRA & CO. AS PRESENTED.”

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

AYES: 6 Black, Caudill, Lang, Rossow, Stachowiak, Washburn

ABSENT: 1 Burger

Britt Isaly of Ancel Glink arrived at 6:25 p.m.

VIII. PRESENTATION OF OPEN MEETINGS ACT

Britt Isaly, Attorney from Ancel Glink gave a presentation to the Board, and answered questions on the Open Meeting Act, Executive Sessions, and Ordinance #07-9-2.

Vice President Stachowiak moved:

“TO AMEND THE MOTION TO APPROVE ORDINANCE #07-9-2 THE COMBINED ANNUAL BUDGET AND APPROPRIATIONS ORDINANCE FOR 2007/2008 LIBRARY PURPOSES FOR THE FISCAL YEAR 2007/2008, MINUS THE LAST PAGE TITLED ESTIMATE OF REVENUE FOR FISCAL YEAR 2007-2008 FOR ELA AREA PUBLIC LIBRARY DISTRICT.”

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

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

“TO APPROVE THE ORIGINAL MOTION AS AMENDED NOW MODIFIED TO APPROVE ORDINANCE #07-9-2 THE COMBINED ANNUAL BUDGET AND APPROPRIATIONS ORDINANCE FOR 2007/2008 LIBRARY PURPOSES FOR THE FISCAL YEAR 2007/2008 AS AMENDED PREVIOUSLY.”

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

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

Opinion From Ancel Glink on Transfer of Bond Fund Interest

Brit Isaly of Ancel Glink reported on the transfer of bond fund interest.

A break was taken at 8:00 p.m.

The meeting resumed at 8:08 p.m.

IX. CORRESPONDENCE

Correspondence folder was passed.

X. SECRETARY’S REPORT: MINUTES OF MEETINGS

a. Regular Meeting / July 17, 2007

Approved as printed.

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

b. Policy Committee Meeting/ July 25, 2007

Approved as printed.

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

c. Personnel Committee Meeting/ July 30, 2007

Approved as printed.

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

d. Internet Advisory Committee Meeting/September 12, 2007

Approved as printed.

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

XI. TREASURER’S REPORT

President Caudill moved:

“TO APPROVE THE JULY 2007 TREASURER’S REPORT, THE EXPENDITURES AS AUTHORIZED, WITH THE BALANCE OF THE REPORT TO BE FILED FOR AUDIT.”

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

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

President Caudill moved:

“TO APPROVE THE AUGUST 2007 TREASURER’S REPORT, THE EXPENDITURES AS AUTHORIZED, WITH THE BALANCE OF THE REPORT TO BE FILED FOR AUDIT.”

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

AYES: 6 Black, Caudill, Lang, Rossow, Stachowiak, Washburn

ABSENT: 1 Burger

XII. DIRECTOR’S REPORT

Director Campe reviewed highlights of the Librarian’s Report.

- The revisions to the monthly stats report have been completed.
- The Special Services department will be hiring a part-time clerical person.
- The One Book program was a very successful program and the one book selection was circulated 800 times.
- The library is in the process of looking for a new book for next year’s program.
- Two fans were replaced on the chiller. One was blown out by a power surge and the other was not working at its optimal capacity.

XIII. STANDING COMMITTEE REPORTS

d. Personnel Committee

Document – no report given.

e. Policy Committee

Document – no report given.

XIV. SPECIAL COMMITTEE REPORTS

b. Internet Advisory Committee

Report given by Vice President Stachowiak.

c. NSLS

Report given by President Caudill.

d. Friends of the Library

Report given by Vice President Stachowiak.

XV. UNFINISHED BUSINESS

a. Board Photos

The board photos are up on the library website with a brief summary of each board member’s term of office.

b. Trustees Meet and Greet

Trustee Washburn gave a report on the Meet Your Library Trustee Breakfast, a breakfast that will introduce the Trustees to the community.

The Board members will contact Director Campe with their choice of dates.

XVI. NEW BUSINESS

a. Per Capita Grant Application

Trustee Black moved:

“TO APPROVE THE APPLICATION FOR THE GRANTS AVAILABLE TO THE ILLINOIS LIBRARIES.”

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

AYES: 6 Black, Caudill, Lang, Rossow, Stachowiak, Washburn

ABSENT: 1 Burger

b. NIMEC

Trustee Rossow moved:

“TO APPROVE THAT THE BOARD DIRECT DIRECTOR CAMPE TO NEGOTIATE A CONTRACT WITH NIMEC SECURING ELECTRIC RATES THROUGH NIMEC.

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

AYES: 6 Black, Caudill, Lang, Rossow, Stachowiak, Washburn

ABSENT: 1 Burger

d. Drive Through

The Board asked Director Campe to get some comparisons from awning companies, for the purpose of considering the purchase of an awning over the drive-through window.

e. Speed Bumps

Director Campe is in the process of getting the speed bumps adjusted. Vice President Stachowiak would like a center line painted at the library entrance. Director Campe will look into having this done at the same time of the speed bumps adjustments.

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

At 9:25 p.m. President Caudill moved:

“TO GO IN TO EXECUTIVE SESSION PURSUANT TO 5 ILCS 120/2(c)(21) FOR THE PURPOSE OF REVIEWING EXECUTIVE SESSION MINUTES AND TAPES.

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

At 9:52 p.m. Vice President Stachowiak moved:

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

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

AYES: 6 Black, Caudill, Lang, Rossow, Stachowiak, Washburn

ABSENT: 1 Burger

Regular Session resumed at 9:53 p.m.

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

Trustees absent: Burger

Vice President Stachowiak moved:

To keep all executive session minutes closed.

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

AYES: 6 Black, Caudill, Lang, Rossow, Stachowiak, Washburn

ABSENT: 1 Burger

XVIII. INFORMATIONAL ITEMS

None

XIX. PUBLIC FORUM

None

XX. ADJOURNMENT

At 9:55 p.m. Trustee Rossow moved:

‘TO ADJOURN.’

Vice President Stachowiak seconded the motion and it carried on a unanimous voice vote.

Wendy Lang, Secretary

(SEAL)

Approved at the next Regular Meeting of October 16, 2007

Kathy Caudill, President