

**ELA AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Meeting
September 20, 2011**

1. BUDGET AND APPROPRIATION HEARING

A. Call to Order

At 6:03 p.m. President Shaw called the hearing to order.

Trustees physically present: Blank, Caudill, Jackson, Shaw, Stachowiak

Trustees absent: Burger, Whiting

Staff present: Interim Director Duff, Interim Assistant Director Christianson, G.

Traudt, S. Haase, E. Montano, J. Plohr, C. Bartlett, W. Dawkins, N. Ziarnik

Guests present: Daniel Berg, Auditor, Vicki Remback

B. Hearing

No Public Comment.

C. ADJOURNMENT OF BUDGET AND APPROPRIATION HEARING

At 6:04 p.m. it was unanimously agreed by all Trustees present **“TO ADJOURN.”**

2. REGULAR MEETING - CALL TO ORDER

At 6:04 p.m. President Shaw called the Regular Meeting to order.

Trustees physically present: Blank, Caudill, Jackson, Shaw, Stachowiak, Whiting

Trustees absent: Burger

Staff present: Interim Director Duff, Interim Assistant Director Christianson, G.

Traudt, S. Haase, E. Montano, J. Plohr, C. Bartlett, W. Dawkins, N. Ziarnik

Guests present: Daniel Berg, Auditor, Vicki Remback

3. ADJUSTMENTS TO THE AGENDA

A. Item 15. L. Patron Banning has been moved to after **15. D. Digital Media Lab Policy.**

B. Items 15. J. Executive Session Minutes Review, 15. K. Executive Session Recordings and 16. EXECUTIVE SESSION FOR THE REVIEW OF CLOSED MEETING MINUTES and TAPES under 5 ILCS 120/2(c)(21) and for THE DISCUSSION OF PERSONNEL MATTERS 5ILCS 120/2(c)(1) have been moved to after **18. PUBLIC FORUM.**

4. INDEPENDENT AUDITOR’S REPORT

An Independent Auditor’s Report was presented by Dan Berg of Sikich. He stated that their first audit with the Ela Area Public Library 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 Dan Berg, and questions were asked.

President Shaw motioned:

“TO APPROVE THE JUNE 2011 INDEPENDENT AUDITOR’S REPORT INCLUDING THE JUNE 2011 MANAGEMENT LETTER.”

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

AYES: 6 Blank, Caudill, Jackson, Shaw, Stachowiak, Whiting

ABSENT: 1 Burger

5. APPROVAL OF MINUTES

A. Regular Meeting / July 19, 2011

Trustee Blank motioned:

“TO APPROVE THE MINUTES OF THE REGULAR MEETING 7/19/11 AS PRESENTED.”

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

AYES: 6 Blank, Caudill, Jackson, Shaw, Stachowiak, Whiting

ABSENT: 1 Burger

B. Special Meeting/August 17, 2011

Trustee Blank motioned:

“TO APPROVE THE MINUTES OF THE SPECIAL MEETING 8/17/11.”

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

AYES: 5 Blank, Caudill, Shaw, Stachowiak, Whiting

ABSTAIN: 1 Jackson

ABSENT: 1 Burger

C. Executive Session/August 17, 2011

Trustee Whiting motioned:

“TO APPROVE THE MINUTES OF THE EXECUTIVE MEETING 8/17/11.”

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

AYES: 5 Blank, Caudill, Shaw, Stachowiak, Whiting

ABSTAIN: 1 Jackson

ABSENT: 1 Burger

6. PRESIDENT’S REPORT

2011/2012 Committee Assignments written by President Shaw were passed out to the Board.

Trustee Blank motioned:

“TO APPROVE THE PROPOSED COMMITTEE ASSIGNMENTS FOR THE CURRENT TWO YEAR TERM.”

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

AYES: 6 Blank, Caudill, Jackson, Shaw, Stachowiak, Whiting

ABSENT: 1 Burger

7. VICE PRESIDENT’S REPORT

No Report.

8. SECRETARY’S REPORT

No Report.

9. TREASURER'S REPORT

A. JULY 2011

B. AUGUST 2011

Trustee Jackson moved:

“TO APPROVE THE JULY 2011 AND AUGUST 2011 EXPENDITURES AS AUTHORIZED WITH THE BALANCES OF THE REPORTS TO BE FILED FOR AUDIT.”

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

AYES: 6 Blank, Caudill, Jackson, Shaw, Stachowiak, Whiting

ABSENT: 1 Burger

10. CORRESPONDENCE

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

11. INTERIM DIRECTOR'S REPORT

A. July 2011

B. August 2011

- The new database JobsNow was a highlight in the July 2011 Librarians Report.
- The August 2011 Librarian's Report includes a timeframe for the A/V Digital Media Lab Project.
- Estevan Montano, Electronic Resources Coordinator, will be leaving October 3, 2011. Estevan's part of the Digital Media Lab training will be taken over by a committee.
- February 2012 is the Library's 40th Anniversary. A committee has been set up. The theme will be "Heart and Soul of the Community."
- Because the Library received a certificate stating we are an organization that can provide continuing education for teachers, we have received an \$8,097 discount on technology equipment.

12. STANDING COMMITTEE REPORTS

No Reports.

13. SPECIAL COMMITTEE REPORTS

No Reports.

14. UNFINISHED BUSINESS

A. Gift Policy

Trustee Caudill moved:

“TO APPROVE THE GIFT POLICY WITH A REVIEWED AND REVISED DATE OF 09/11 AND TO INCLUDE TWO CORRECTED CHANGES.”

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

AYES: 6 Blank, Caudill, Jackson, Shaw, Stachowiak, Whiting

ABSENT: 1 Burger

15. NEW BUSINESS

A. Special Reserve Fund Ordinance

Trustee Caudill moved:

“TO APPROVE ORDINANCE NO. 11-9-1 ORDINANCE AUTHORIZING TRANSFER OF FUNDS TO SPECIAL RESERVE FUND.”

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

AYES: 6 Blank, Caudill, Jackson, Shaw, Stachowiak, Whiting

ABSENT: 1 Burger

B. Budget and Appropriation Ordinance

Trustee Caudill moved:

“TO APPROVE ORDINANCE NO. 11-09-02 COMBINED ANNUAL BUDGET AND APPROPRIATION ORDINANCE FOR LIBRARY PURPOSES FOR THE FISCAL YEAR 2011/2012.”

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

AYES: 6 Blank, Caudill, Jackson, Shaw, Stachowiak, Whiting

ABSENT: 1 Burger

C. Director Salary and Search Updates

Trustee Caudill moved:

“TO APPROVE THE MINIMUM SALARY POSITION OF \$105,000.”

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

AYES: 5 Blank, Caudill, Jackson, Shaw, Whiting

NAYS: 1 Stachowiak

ABSENT: 1 Burger

D. Digital Media Lab Policy

Revisions will be made to the Digital Media Lab Policy for the October Board meeting.

L. Patron Banning

Trustee Caudill moved:

“TO APPROVE TO BAN THIS PARTICULAR PATRON FROM THE LIBRARY FOR A PERIOD OF ONE YEAR STARTING SEPTEMBER 20, 2011.”

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

AYES: 6 Blank, Caudill, Jackson, Shaw, Stachowiak, Whiting

ABSENT: 1 Burger

E. FOIA Policy

Trustee Caudill moved:

“TO APPROVE THE FREEDOM OF INFORMATION ACT POLICY AS PRESENTED WITH A REVIEWED AND REVISED DATE OF 09/11.”

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

AYES: 6 Blank, Caudill, Jackson, Shaw, Stachowiak, Whiting

ABSENT: 1 Burger

F. Public Usage of Library Electronic and Communication Systems

Trustee Blank moved:

“TO APPROVE THE PUBLIC USAGE OF LIBRARY ELECTRONIC AND COMMUNICATIONS SYSTEMS POLICY WITH THE REVISIONS DISCUSSED AND WITH A REVIEWED AND REVISED DATE OF 09/11.”

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

AYES: 6 Blank, Caudill, Jackson, Shaw, Stachowiak, Whiting

ABSENT: 1 Burger

G. Staff Institute Day

Trustee Caudill moved:

“TO APPROVE THE STAFF INSTITUTE DAY AND THE LIBRARY BE CLOSED ON February 24, 2012.”

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

AYES: 6 Blank, Caudill, Jackson, Shaw, Stachowiak, Whiting

ABSENT: 1 Burger

H. Review Chapter 2 Governance and Administration/Standards for IL Public Libraries

The Library Board must review Chapter 2 Governance and Administration for IL Public Libraries for the completion of the Per Capita Grant application.

I. Per Capita Grant Application

Trustee Caudill moved:

“TO APPROVE THE PER CAPITA GRANT APPLICATION.”

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

AYES: 6 Blank, Caudill, Jackson, Shaw, Stachowiak, Whiting

ABSENT: 1 Burger

17. INFORMATIONAL ITEMS

A. IPLAR Report

A copy of the IPLAR report was given to each Board member.

B. 2010-2011 Annual Report

A copy of the 2010/2011 Annual Report was given to each Board member.

C. Stats for Sunday Openings

Statistics of the Library door count for Sundays was given to each Board member.

D. Social Media Strategy

An update of the Social Media Strategy was given to each Board member.

18. PUBLIC FORUM

None.

16. EXECUTIVE SESSION FOR THE REVIEW OF CLOSED MEETING MINUTES and TAPES under 5 ILCS 120/2(c)(21) and for THE DISCUSSION OF PERSONNEL MATTERS 5 ILCS 120/2(c)(1)

15. NEW BUSINESS

J. Executive Session Minutes Review

K. Executive Session Recordings

AT 8:00 P.M. Trustee Caudill moved:

“TO GO INTO EXECUTIVE SESSION FOR THE REVIEW OF CLOSED MEETING MINUTES and TAPES under 5 ILCS 120/2(c)(21).”

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

PRESENT: 6 Blank, Caudill, Jackson, Shaw, Stachowiak, Whiting

ABSENT: 1 Burger

At 8:44 p.m. President Shaw called the Regular Board Meeting back to order.

AYES: 6 Blank, Caudill, Jackson, Shaw, Stachowiak, Whiting

ABSENT: 1 Burger

Trustee Caudill moved:

“TO DESTROY THE VERBATIM RECORD FOR ALL TAPES THAT ARE 18 MONTHS OR OLDER.”

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

AYES: 6 Blank, Caudill, Jackson, Shaw, Stachowiak, Whiting

ABSENT: 1 Burger

Trustee Caudill moved:

“THAT ALL OF OUR CLOSED MEETING MINUTES STAY CLOSED.”

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

AYES: 6 Blank, Caudill, Jackson, Shaw, Stachowiak, Whiting

ABSENT: 1 Burger

19. Trustee Caudill moved:

“TO ADJOURN AT 8:45 P.M.”

Trustee Whiting seconded the motion and it was unanimously agreed by all Trustees present.

Cindy Blank, Secretary

Approved at the next Regular Meeting of October 18, 2011

John Shaw, President