

**ELA AREA PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Regular Meeting  
September 20, 2016**

**1. REGULAR MEETING - CALL TO ORDER**

At 6:03 p.m. President Blank called the Regular Meeting to order.

**2. ROLL CALL**

Trustees physically present: Blank, Caudill, Dewey, Stamoolis

Trustees absent: Hafez, Rossow, Stoval

Staff present: Executive Director Womack, Assistant Director Christianson,  
S. Hyson, M. Creel, S. Haase

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

**3. PUBLIC COMMENT**

No public comment.

**4. ADJUSTMENTS TO THE AGENDA**

To move **14. A. 2015-2016 Financial Audit – Presented by Paul Inserra of McClure, Inserra** to after **4. ADJUSTMENTS TO THE AGENDA**.

**14. A. 2015-2016 Financial Audit – Presented by Paul Inserra of McClure, Inserra**

Paul Inserra of McClure, Inserra & Company, Chtd. presented the 2015-2016 Audited Financial Statement to the Board.

Trustee Stamoolis moved:

**“TO ACCEPT THE AUDIT AS PRESENTED.”**

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

AYES (4): Blank, Caudill, Dewey, Stamoolis

ABSENT (3): Hafez, Rossow, Stoval

**5. CONSENT AGENDA**

**A. Approval of the Minutes of the Regular Meeting 7/19/16 (Document)**

**B. Approval of the Minutes of the Executive Session 7/19/16 (Document)**

**C. Approval of the Minutes of the Bylaws Committee Meeting 8/16/19 (Document)**

Trustee Stamoolis moved:

**“TO APPROVE THE CONSENT AGENDA AS PRESENTED.”**

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

**6. TRUSTEE REPORTS/COMMENTS**

- President Blank found Stackmap very useful.
- Trustee Caudill has been elected as the Secretary of the Illinois Trustee Forum Board for the coming year.  
The next Annual Illinois Trustee Forum Day is scheduled for February 18, 2017.
- The Ela Area Public Library Board is seeking applicants to fill the seats of board members whose terms will expire in April 2017. Filing information can be picked up at the Information Desk. The filing period for ballot positions will run Monday, December 12, 2016 through Monday, December 19, 2016.

**7. APPROVAL OF MINUTES OF LAST MEETING AS REVIEWED OR CORRECTED**

None.

**8. TREASURER'S REPORT**

**A. July 2016**

**B. August 2016**

Trustee Dewey moved:

**“TO APPROVE THE JULY 2016 EXPENDITURES AS REVISED AND AS AUTHORIZED WITH THE BALANCE OF THE REPORT TO BE FILED FOR AUDIT AND THE AUGUST 2016 EXPENDITURES AS AUTHORIZED WITH THE BALANCE OF THE REPORT TO BE FILED FOR AUDIT.”**

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

AYES (4): Blank, Caudill, Dewey, Stamoolis

ABSENT (3): Hafez, Rossow, Stoval

**9. CORRESPONDENCE AND COMMUNICATIONS**

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

The Trustees received a copy of the 2015-2016 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 has been busy working on the Executive Committee doing interviews for the CCS Executive Director position.
- Executive Director Womack has been helping District 95 with their strategic planning process.
- The last day for Leah White, Head of Popular Materials is 9/28/16. The interview process for this position is going well.
- John Caranza was hired as our new Head of Facilities, and the Library is looking fantastic. We have a copy of the cleaning services contract and John has been working with them to make sure everything is being accomplished.
- House Bill 4379 goes into effect in January. The Local Government Travel Expense Control Act will require that travel expenses for staff and trustees follow the same sets of guidelines. This is currently already happening at Ela, and the Bylaws will be reviewed to see if any additional language is necessary to comply with this new law.

**11. STANDING COMMITTEE REPORTS**

None.

**12. SPECIAL COMMITTEE REPORTS**

None.

**13. UNFINISHED BUSINESS**

None.

**14. NEW BUSINESS**

**B. Facilities Study Final Recommendations Conducted by Enberg Anderson**

Trustee Caudill moved:

**“TO ACCEPT AND ADOPT THE FACILITIES STUDY FINAL RECOMMENDATIONS CONDUCTED BY ENBERG ANDERSON DATED AUGUST 15, 2016 THAT WILL INFORM OUR SPECIAL RESERVES FUND PLANNED EXPENDITURES.”**

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

AYES (4): Blank, Caudill, Dewey, Stamoolis

ABSENT (3): Hafez, Rossow, Stoval

**C. 2015-2016 Budget & Appropriations Amendment**

Trustee Caudill moved:

**“TO APPROVE ORDINANCE NO. 16-09-01 AN ORDINANCE AMENDING THE APPROPRIATION ORDINANCE FOR THE FISCAL YEAR BEGINNING JULY 1, 2015 AND ENDING ON JUNE 30, 2016.”**

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

AYES (4): Blank, Caudill, Dewey, Stamoolis

ABSENT (3): Hafez, Rossow, Stoval

Trustee Stoval arrived at 7:31 p.m.

**D. 2016-2017 Budget & Appropriations Ordinance**

Trustee Caudill moved:

**“TO APPROVE ORDINANCE NO. 16-09-02 COMBINED ANNUAL BUDGET AND APPROPRIATION ORDINANCE FOR LIBRARY PURPOSES FOR THE FISCAL YEAR 2016/2017.”**

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

AYES (5): Blank, Caudill, Dewey, Stamoolis, Stoval

ABSENT (2): Hafez, Rossow

**E. Recommendations for Changes to Salary Structure and Exemption Status**

Trustee Stamoolis moved:

**“TO ACCEPT MANagements RECOMMENDATIONS FOR CHANGES TO SALARY STRUCTURE AND EXEMPTION STATUS AS PRESENTED.”**

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

AYES (5): Blank, Caudill, Dewey, Stamoolis, Stoval

ABSENT (2): Hafez, Rossow

**F. Review of Bylaws**

The Bylaws were reviewed by the Trustees and a further discussion, and vote, will take place at the October meeting.

**G. Building and Grounds Critical Issues**

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)**

None.

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

None.

**16. ADJOURNMENT**

At 8:43 p.m. Trustee Stamoolis moved:

**“TO ADJOURN”.**

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

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**Kathy Caudill, Secretary**

**Approved at the next Regular Meeting of October 18, 2016**

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**Cindy Blank, President**