

**ELA AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Meeting
September 21, 2010**

1. BUDGET AND APPROPRIATION HEARING

A. Call to Order

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

Trustees physically present: Black, Burger, Caudill, Washburn

Trustees absent: Shaw, Stachowiak, Whiting

Staff present: Executive Director Campe, Assistant Director Duff

Guests present: Paul Inserra, Auditor, Vicki Remback, Robert Kindler

B. Hearing

No Public Comment.

C. ADJOURNMENT OF BUDGET AND APPROPRIATION HEARING

2. REGULAR MEETING

3. CALL TO ORDER

At 6:10 p.m. President Caudill called the Regular Meeting to order.

Trustees physically present: Black, Burger, Caudill, Washburn

Trustees absent: Shaw, Stachowiak, Whiting

Staff present: Executive Director Campe, Assistant Director Duff

Guests present: Paul Inserra, Auditor, Vicki Remback, Robert Kindler

4. ADJUSTMENTS TO THE AGENDA

A. Items 17.B. Executive Session Minutes Review, 17.C. Executive Session Tapes and 18. 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 20. Public Forum.

5. SPECIAL RESERVE FUND ORDINANCE

Trustee Burger motioned:

“TO APPROVE ORDINANCE NO. 10-9-1, ORDINANCE AUTHORIZING TRANSFER OF FUNDS TO SPECIAL RESERVE FUND.”

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

AYES: 4 Black, Burger, Caudill, Washburn

ABSENT: 3 Shaw, Stachowiak, Whiting

BUDGET AND APPROPRIATIONS ORDINANCE

Trustee Burger motioned:

“TO APPROVE ORDINANCE NO. 10-09-2, COMBINED ANNUAL BUDGET AND APPROPRIATIONS ORDINANCE FOR LIBRARY PURPOSES FOR THE FISCAL YEAR 2010/2011.”

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

AYES: 4 Black, Burger, Caudill, Washburn

ABSENT: 3 Shaw, Stachowiak, Whiting

6. INDEPENDENT AUDITOR'S REPORT

An Independent Auditor's Report was presented 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 Whiting arrived at 6:19 p.m., during the Independent Auditor's Report.

Trustee Whiting motioned:

"TO APPROVE THE INDEPENDENT AUDITOR'S REPORT."

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

AYES: 5 Black, Burger, Caudill, Washburn, Whiting

ABSENT: 2 Shaw, Stachowiak

7. APPROVAL OF MINUTES

A. Regular Meeting / July 20, 2010

Minutes were approved as presented by the full consent of the Board members present.

B. Executive Session/July 20, 2010

Discussion of minutes was moved to after the public comment item on the agenda.

C. Personnel Committee/July 27, 2010

Discussion of minutes was moved to after the public comment item on the agenda.

D. Executive Session of the Personnel Committee/July 27, 2010

Discussion of minutes was moved to after the public comment item on the agenda.

E. Special Meeting/August 10, 2010

Minutes were approved as presented by the full consent of the Board members present.

8. PRESIDENT'S REPORT

- Banned books week is September 25 – October 2, 2010.
- ILA is being held September 28-30, 2010.
- A Resolution or a note of thanks will be prepared for the October meeting to honor the Garden Club.

9. VICE PRESIDENT'S REPORT

No Report.

10. SECRETARY'S REPORT

No Report.

11. TREASURER'S REPORT

A. JULY 2010

Trustee Black moved:

"TO APPROVE THE EXPENDITURES AS AUTHORIZED WITH THE BALANCE OF THE REPORT TO BE FILED FOR AUDIT."

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

AYES: 5 Black, Burger, Caudill, Washburn, Whiting

ABSENT: 2 Shaw, Stachowiak

B. AUGUST 2010

Trustee Burger moved:

“TO APPROVE 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: 5 Black, Burger, Caudill, Washburn, Whiting

ABSENT: 2 Shaw, Stachowiak

12. CORRESPONDENCE

Correspondence folder was passed.

13. EXECUTIVE DIRECTOR’S REPORT

A. July 2010

B. August 2010

- The Library will be offering two new products.
 - A music database similar to I-Tunes will be available in mid October.
 - Thirteen Barnes and Noble “Nooks” have been purchased and will be circulating next month. They will be pre-loaded with popular titles.
- Security cameras have been installed.
- Landscaping around digital sign has been completed.
- Beginning today, library board candidate packets are available at the Info Desk. There are three trustee positions to be filled in the April election.
- Epay is up and running for patrons to pay fines and contribute donations.

14. STANDING COMMITTEE REPORTS

No reports.

15. SPECIAL COMMITTEE REPORTS

C. NSLS: Report (Kathy Caudill)

Written report given by President Caudill.

D. Friends of the Library: (Chris Stachowiak)

No written report.

16. UNFINISHED BUSINESS

A. None.

17. NEW BUSINESS

A. Per Capita Grant Application

Trustee Washburn moved:

“TO APPROVE THE PER CAPITA GRANT APPLICATION.”

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

AYES: 5 Black, Burger, Caudill, Washburn, Whiting

ABSENT: 2 Shaw, Stachowiak

B. Executive Session Minutes Review

Will be discussed after the public comment period and moved to executive session, if necessary.

C. Executive Session Tapes

Will be discussed after the public comment period and moved to executive session, if necessary.

D. RFID Project Update

The RFID project is on schedule. Manpower temporary workers are in the process of retagging 210,000 items.

E. Board Packets, Agenda, Minutes

The Board received a timeline for the preparation of the Board packets. Board requested packets be available to review the Wednesday before the Board meeting. Board members were requested to submit requested agenda items to Executive Director Campe or President Caudill by the Monday of the week prior to the library board meeting. Executive Director Campe will update the timeline.

F. Director Goals for FY 2010/2011

Executive Director Campe presented proposed goals to the Board.

Trustee Whiting requested that an evaluation of extending the library's hours on Fridays be on the next agenda. Trustee Whiting would also like to know the hours that surrounding libraries have for Fridays.

A short break was taken from 7:51 p.m. – 7:57 p.m.

18. INFORMATIONAL ITEMS

A. IPLAR Report

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

B. 2009-2010 Annual Report

A copy of the 2009/2010 Annual Report was given to each Board member.

C. ALA Conference Report

Staff member's report about programming attended at ALA was given to each Board member.

19. PUBLIC FORUM

- Questions were asked about the Friends of the Ela Library disbanding. President explained that members of the Friends Board advised they were unable to continue in their roles, were unable to locate successors to serve in those Board positions, and were disbanding the Friends group.

- Questions were asked about the Library's budget. Treasurer Washburn explained the budgetary information requested, and discussed the Board's Investment Policy.

20. 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)

APPROVAL OF MINUTES

A. Personnel Committee/July 27, 2010

Trustee Burger moved:

“TO APPROVE THE MINUTES OF THE JULY 27, 2010 PERSONNEL COMMITTEE MEETING.”

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

B. Executive Session of the Personnel Committee/July 27, 2010

Trustee Black moved:

“TO APPROVE THE MINUTES OF THE JULY 27, 2010 PERSONNEL COMMITTEE EXECUTIVE SESSION MEETING.”

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

At 8:19 p.m. Trustee Burger moved:

“TO GO INTO EXECUTIVE SESSION FOR THE DISCUSSION OF PERSONNEL MATTERS 5ILCS 120/2(c)(1)

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

AYES: 5 Black, Burger, Caudill, Washburn, Whiting

ABSENT: 2 Shaw, Stachowiak

At 8:37 p.m. the Board returned to open session.

Trustees physically present: 5 Burger, Black, Caudill, Washburn, Whiting

Trustees absent: 2 Shaw, Stachowiak

21. ADJOURNMENT

At 8:38 p.m. it was unanimously agreed by all Trustees present

“TO ADJOURN.”

Mimi Black, Secretary

(SEAL)

Approved at the next Regular Meeting of October 19, 2010

Christopher Stachowiak, President Pro Tem