

**ELA AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Meeting
October 16, 2012**

1. REGULAR MEETING - CALL TO ORDER

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

2. ROLL CALL

Trustees physically present: Blank, Caudill, Shaw, Stachowiak

Trustees absent: Burger, Jackson, Whiting

Staff present: Executive Director Womack, Assistant Director Duff, G. Traudt,
S. Haase

Guest: Veronda Pitchford, Consultant

3. ADJUSTMENTS TO THE AGENDA

A. Item **14. B. Discussion of Strategic Planning with Veronda Pitchford** has been moved to before **8. TREASURER'S REPORT**.

4. PUBLIC COMMENT

None.

5. PRESIDENT'S REPORT

No report.

6. VICE PRESIDENT'S REPORT

Vice President Stachowiak indicated that there was a newspaper article about another library needing to levy additional taxes for a new roof. He stated that we have been good stewards by putting aside funding in our Special Reserve account to cover large maintenance items in the future.

7. SECRETARY'S REPORT

Trustee Blank commented she enjoyed the Volunteer Dinner and program.

A. Approval of the Minutes of the Regular Meeting 9/18/12

Trustee Blank moved:

**"TO APPROVE THE MINUTES OF THE REGULAR MEETING 9/18/12
WITH A REVISION."**

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

AYES: 4 Blank, Caudill, Shaw, Stachowiak

ABSENT: 3 Burger, Jackson, Whiting

B. Approval of the Minutes of the Executive Session 9/18/12

Trustee Blank moved:

**"TO APPROVE THE MINUTES OF THE EXECUTIVE SESSION MEETING
9/18/12 WITH A REVISION."**

Vice President Stachowiak seconded the motion and it carried on a roll call vote.
AYES: 3 Blank, Caudill, Stachowiak
ABSTAIN: 1 Shaw
ABSENT: 3 Burger, Jackson, Whiting

Veronda Pitchford, Strategic Planning Consultant candidate arrived at 6:08 p.m. after the Approval of the Minutes of the Regular Meeting.

Trustee Whiting arrived at 6:10 p.m. after the Approval of the Minutes of the Executive Session.

14. NEW BUSINESS

B. Discussion of Strategic Planning with Verona Pitchford

Veronda Pitchford gave a short presentation of her background and experience in working with libraries. She answered Board questions regarding her proposal for the Strategic Plan.

Executive Director Womack will put together a collaborative report of Donna Fletcher and Veronda Pitchford's expectations as consultants for the Library's Strategic Planning.

Trustee Whiting moved:

“TO ACCEPT THE RECOMMENDATION OF VERONDA PITCHFORD BASED UPON HER PROPOSAL DATED OCTOBER 4, 2012 AND CONTINGENT UPON WORKING WITH DONNA FLETCHER, TO BE FACILITATED BY EXECUTIVE DIRECTOR WOMACK.”

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

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

ABSENT: 2 Burger, Jackson

8. TREASURER'S REPORT

Trustee Caudill gave a report on her trip to ILA.

A. September 2012

Trustee Blank moved:

“TO APPROVE THE SEPTEMBER 2012 EXPENDITURES AS AUTHORIZED WITH THE BALANCE OF THE REPORT TO BE FILED FOR AUDIT.”

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

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

ABSENT: 2 Burger, Jackson

9. CORRESPONDENCE AND COMMUNICATIONS

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

- Some of our discarded books were sent to the children at the Sleepy Hollow's school library. The children sent signed posters thanking our Library.
- Received a letter from a college graduate illustrating how wonderful and helpful our staff is.

10. EXECUTIVE DIRECTOR'S REPORT

A. September Report

- Marketing campaign for Freegal music to get your free download cards promoting the service at the Information desk.
- A presentation by Jill Sahakian, Director of the Chicago Hearing Society, spoke at our staff meeting about improving our interactions with the hearing impaired.
- The Library is mandated by law to be open for the election canvassing spots for the Trustee spring election. We will remain open on Christmas Eve until 5:00p.m. only to receive the nominating positions.
- Donna Fletcher, Consultant will be meeting with staff to kick start the Strategic Planning conversations.
- Scheduled a Strategic Planning Communities Leaders Forum for November 1st.
- Had a meeting today with a web developer who is proposing some work for our website. Based on the results, an overhaul of the design doesn't seem to be necessary.
- Reminder to the Trustees - Open Meetings Act training needs to be done by the end of the year.

11. STANDING COMMITTEE REPORTS

No Reports.

12. SPECIAL COMMITTEE REPORTS

No Reports.

13. UNFINISHED BUSINESS

A. Discussion of Bond Refinancing

Executive Director Womack stated the Bond sale has been closed. A short discussion took place amongst the Board.

14. NEW BUSINESS

A. Resolution Determining Amount of Money Estimated To Be Necessary To Be Raised By Taxation for 2013/2014 Fiscal Year (Document)

Trustee Caudill moved:

“TO APPROVE THE RESOLUTION NO. 12-10-A RESOLUTION DETERMINING AMOUNT OF MONEY ESTIMATED TO BE NECESSARY TO BE RAISED BY TAXATION FOR 2013/2014 FISCAL YEAR.”

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

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

ABSENT: 2 Burger, Jackson

C. Discussion of Fiber Optic Cable for Internet Access

Executive Director Womack gave a presentation to the Board. The Board requested more information and to look into other options.

D. Executive Session Minutes Review

In their 6 month review, Vice President Stachowiak and Secretary Blank made a recommendation to the Board not to open any Executive Session Minutes. The minutes will remain closed.

E. Executive Session Recordings

There were no recordings that were older 18 months.

15. A. EXECUTIVE SESSION FOR THE DISCUSSION OF PERSONNEL MATTERS 5ILCS 120/2(c)(1)

None.

16. ADJOURNMENT

At 8:00 Trustee Blank moved:

“TO ADJOURN.”

Trustee Caudill seconded the motion.

The motion was unanimously agreed by all Trustees present.

Cindy Blank, Secretary

Approved at the next Regular Meeting of November 20, 2012

John Shaw, President