

**ELA AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Meeting
October 17, 2017**

1. REGULAR MEETING - CALL TO ORDER

At 6:00 p.m. President Blank called the Regular Meeting to order.

2. A. ROLL CALL

Trustees physically present: Blank, Caudill, Corzine, Fuller, Malohn, Stamoolis, Stanonik

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

Guest present: M. Dewey, Paul Inserra of McClure, Inserra

3. PUBLIC COMMENT

None.

4. ADJUSTMENTS TO THE AGENDA

To move **14. C. Resolution Honoring the Service of James Dewey** and **14. A. 2016-2017 Financial Audit – Presented by Paul Inserra of McClure, Inserra** to after **4. ADJUSTMENTS TO THE AGENDA.**

14. C. Resolution Honoring the Service of James Dewey

The Trustees and Executive Director Womack presented a Resolution Honoring the Service of James Dewey to Mrs. Dewey.

Trustee Caudill moved:

“TO ADOPT THE RESOLUTION HONORING THE SERVICE OF JAMES DEWEY.”

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

AYES (7): Blank, Caudill, Corzine, Fuller, Malohn, Stamoolis, Stanonik

A. 2016-17 Financial Audit – Presented by Paul Inserra of McClure, Inserra

Paul Inserra of McClure, Inserra & Company, Chtd. presented the 2016-2017 Audited Financial Statement to the Board.

Trustee Stamoolis moved:

“TO ACCEPT THE AUDIT AS PRESENTED.”

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

AYES (7): Blank, Caudill, Corzine, Fuller, Malohn, Stamoolis, Stanonik

5. CONSENT AGENDA

A. Approval of the Minutes of the Regular Meeting September 19, 2017

B. Approval of the Minutes of the Closed Session September 19, 2017

Trustee Fuller moved:

“TO APPROVE THE CONSENT AGENDA AS PRESENTED.”

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

6. APPROVAL OF ITEMS MOVED FROM THE CONSENT AGENDA

None.

7. TRUSTEE REPORTS/COMMENTS

Trustees Caudill and Corzine attended Trustee Day at the Illinois Library Association’s Annual Conference. The seminars they attended were very good and productive.

Trustee Stamoolis received a complaint about the chairs in the meeting room being uncomfortable.

8. TREASURER’S REPORT

A. September 2017

Trustee Fuller moved:

“TO APPROVE THE SEPTEMBER 2017 EXPENDITURES AS AUTHORIZED WITH THE BALANCE OF THE REPORT TO BE FILED FOR AUDIT.”

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

AYES (7): Blank, Caudill, Corzine, Fuller, Malohn, Stamoolis, Stanonik

9. CORRESPONDENCE AND COMMUNICATIONS

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

10. EXECUTIVE DIRECTOR’S REPORT

- A Special Board Meeting to discuss the strategic plan and 2017-2018 action plan is scheduled for Thursday, October 19, 2017.
- Department videos for the Board Intranet page are being finalized.
- The staff institute day that was held on October 13th focused on team building. The staff volunteered their services at Feed My Starving Children and Bernie’s Book Bank. It was a fun day for the staff.
- A new AV solution was installed in the Board Room.
- A walk-through is scheduled for October 24th for contractors bidding on the Children’s department renovation project.

- The Library participated in Foglia YMCA’s Corporate & Community Challenge with two teams competing in the trivia contest and one team tackling the escape room challenge. Assistant Director Christianson’s team took home the first place trophy.

11. STANDING COMMITTEE REPORTS

None.

12. SPECIAL COMMITTEE REPORTS

None.

13. UNFINISHED BUSINESS

None.

14. NEW BUSINESS

B. Resolution Determining Amount of Money To Be Raised By Taxation for 2018-2019 Fiscal Year

Trustee Caudill moved:

“TO ADOPT RESOLUTION NO. 17-10-01 RESOLUTION DETERMINING AMOUNT OF MONEY ESTIMATED TO BE NECESSARY TO BE RAISED BY TAXATION FOR 2018/2019 FISCAL YEAR.”

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

AYES (7): Blank, Caudill, Corzine, Fuller, Malohn, Stamoolis, Stanonik

D. Employment Handbook

Trustee Caudill moved:

“TO APPROVE THE EMPLOYMENT HANDBOOK AS PRESENTED WITH A REVISED VERSION DATE OF OCTOBER 2017 WHICH INCLUDES OUR ATTORNEYS COMMENTS AND ADDITIONS.”

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

AYES (7): Blank, Caudill, Corzine, Fuller, Malohn, Stamoolis, Stanonik

E. Staff Training Day, Friday, March 16, 2018

Trustee Stamoolis moved:

“TO APPROVE CLOSING THE LIBRARY ON MARCH 16, 2018 FOR STAFF TRAINING DAY.”

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

F. Social Media Policy

The policy draft was discussed and feedback was offered by the Trustees. It will be sent on to the attorneys for their review and comments.

G. Staff Usage of Library Electronic & Communication Systems Policy

The policy draft was discussed and feedback was provided by the Trustees. It will be sent on to the attorneys for their review and comments.

H. Semi-Annual Review of all Executive Session Minutes

Moved to Executive Session.

I. Approval of Trustee Expense Reports

Trustee Stamoolis moved:

“TO APPROVE AN EXPENSE REPORT OF TRUSTEE KATHY CAUDILL IN THE AMOUNT OF \$175.33.”

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

AYES (6): Blank, Corzine, Fuller, Malohn, Stamoolis, Stanonik

NAYS (0)

ABSTAIN (1): Caudill

J. Building and Grounds Critical Issues

None.

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

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)

At 8:12 p.m. Trustee Stamoolis moved:

“TO APPROVE TO MOVE INTO EXECUTIVE SESSION FOR 15. A. EXECUTIVE SESSION FOR THE DISCUSSION OF PERSONNEL MATTERS 5 ILCS 120/2 (c)(1) AND 15. C. EXECUTIVE SESSION FOR THE DISCUSSION OF EXECUTIVE SESSION MINUTES AS ALLOWED BY 5 ILCS 120/2(c)(21).”

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

AYES (7): Blank, Caudill, Corzine, Fuller, Malohn, Stamoolis, Stanonik

At 8:56 p.m., President Blank called the Regular Meeting back to order noting the presence of the following:

Trustees Present (7): Blank, Caudill, Corzine, Fuller, Malohn, Stamoolis, Stanonik and Executive Director Womack

Trustee Caudill moved:

“THAT ALL EXECUTIVE SESSION MINUTES REMAIN CLOSED.”

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

AYES (7): Blank, Caudill, Corzine, Fuller, Malohn, Stamoolis, Stanonik

Trustee Malohn moved:

“TO DELETE THE RECORDINGS FOR THE FOLLOWING EXECUTIVE SESSION MEETINGS: 2/21/16, 2/28/16, 3/16/16 AND 4/19/16.”

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

AYES (7): Blank, Caudill, Corzine, Fuller, Malohn, Stamoolis, Stanonik

16. ADJOURNMENT

At 9:00 p.m. Trustee Fuller moved:

“TO ADJOURN”.

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

Kathy Caudill, Secretary

Approved at the next Regular Meeting of November 21, 2017

Cindy Blank, President