

**ELA AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Meeting
October 21, 2014**

1. REGULAR MEETING - CALL TO ORDER

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

2. ROLL CALL

Trustees physically present: Blank, Caudill, Rossow, Stamoolis

Trustees absent: Hafez, Hall, Jackson

Staff present: Executive Director Womack, E. Christianson, S. Hyson, S. Haase,
L. White

Guests present: P. Inserra of McClure, Inserra & Company, Chtd., L. Pavin of the Lake
Zurich Courier, G. Traudt, D. Frazier, S. Harrod

3. ADJUSTMENTS TO THE AGENDA

Move items **14. B. Presentation of Board Proclamation for Retired Business Manager Gloria Traudt** and **14. A. Paul Inserra of McClure, Inserra & Company Chtd – Presentation of Audited Financial Statements** to after **4. PUBLIC COMMENT**.

4. PUBLIC COMMENT

S. Harrod asked if more electrical outlets will be installed in the Adult Reference department and he was assured that during the renovation process outlets will be installed at each work station.

14. B. Presentation of Board Proclamation for Retired Business Manager Gloria Traudt

The Board of Trustees presented Gloria Traudt with a Resolution for her service as Business Manager for the Ela Library.

A. Paul Inserra of McClure, Inserra & Company, Chtd. – Presentation of Audited Financial Statements

Trustee Stamoolis moved:

“TO APPROVE THE FY2013-2014 AUDIT AS PRESENTED BY MCCLURE, INSERRA & COMPANY.”

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

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

ABSENT (3): Hafez, Hall, Jackson

5. PRESIDENT’S REPORT

President Caudill attended the ILA Conference and provided the Trustees with a written report.

6. VICE PRESIDENT’S REPORT

Vice President Rossow encouraged the Trustees to read the ILA e-newsletters. An inspiring quote by Robert Dawson was read at the Board meeting.

7. SECRETARY'S REPORT

A. Approval of the Minutes of the Regular Meeting 9/16/14

Vice President Rossow moved:

“TO APPROVE MINUTES OF THE REGULAR MEETING 9/16/14 AS PRESENTED.”

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

8. TREASURER'S REPORT

A. SEPTEMBER 2014

Trustee Blank moved:

“TO APPROVE THE SEPTEMBER 2014 EXPENDITURES AS AUTHORIZED WITH THE BALANCE OF THE REPORT TO BE FILED FOR AUDIT.”

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

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

ABSENT (3): Hafez, Hall, Jackson

9. CORRESPONDENCE AND COMMUNICATIONS

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

10. EXECUTIVE DIRECTOR'S REPORT

A. September 2014

- Most of the materials, furniture and lighting have been ordered for the renovation project.
- A sinkhole found between the library and staff parking lot has been repaired and paid for by Nicor.
- Library staff did a great job getting things ready, moving and cleaning up for the construction to begin on October 1st.
- Executive Director Womack visited the Barrington Area Library to see their newly renovated library.
- Our IT Administrator had been out on sick leave for most of September.
- Most of the staff have the new computers. The remaining staff who will have tablet computers will be receiving them soon.
- The Makerspace committee has been working on technologies and equipment for the opening day capabilities.
- Circulating for the Telescopes will begin in November.
- The Library has moved to a new Catalog and is working with CCS and Sirsi to iron out the bumps.
- The annual Per-Capita Grant has been submitted to the State Library.
- The Library hired 8 people in September and October to fill open positions. Executive Director Womack will talk to the Head of Circulation regarding disability access to the drive-up window.

11. STANDING COMMITTEE REPORTS

No reports.

12. SPECIAL COMMITTEE REPORTS

No reports.

13. UNFINISHED BUSINESS

A. Board, Adult & Teen Volunteers Privileges Policy

Moved to the November Board meeting.

B. Gift Policy

Vice President Rossow moved:

“TO APPROVE THE GIFT POLICY WITH A REVIEWED AND REVISED DATE OF 10/14.”

Trustee Stamoolis seconded the motion and the policy was approved with a unanimous voice vote of the Trustees present.

C. Freedom of Information Act Policy

Trustee Stamoolis moved:

“TO APPROVE THE FREEDOM OF INFORMATION ACT POLICY WITH A REVIEWED AND REVISED DATE OF 10/14.”

Vice President Rossow seconded the motion and the policy was approved with a unanimous voice vote of the Trustees present.

D. Bylaws

The Board reviewed the revised Bylaws as drafted by President Caudill. The final document will be presented for a vote at the November meeting.

E. Board Retreat

Further discussion at the November meeting.

14. NEW BUSINESS

C. Resolution Determining Amount of Money Necessary To Be Raised By Taxation For 2015/2016 Fiscal Year

Trustee Blank moved:

“TO APPROVE RESOLUTION NO. 14-10-1 RESOLUTION DETERMINING AMOUNT OF MONEY ESTIMATED TO BE NECESSARY TO BE RAISED BY TAXATION FOR 2015/2016 FISCAL YEAR.”

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

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

ABSENT (3): Hafez, Hall, Jackson

D. Circulation of Telescopes

Procedures for circulating the Telescopes were discussed.

President Caudill suggested that the form signed by patrons (and parents of minor children) clearly state (in bold **CAPITAL** letters) that using the telescope to look at the sun can cause blindness.

E. Discussion of Logo and Branding for the FORGE Makerspace

Options for the FORGE logo were discussed.

F. 2015 Per Capita Grant

An informational page on the 2015 Per Capita Grant was distributed.

G. Closing the Library on March 6, 2015 for Staff Training

Vice President Rossow moved:

“TO APPROVE TO CLOSE THE LIBRARY ON MARCH 6, 2015 FOR STAFF TRAINING.”

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

**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)**

At 8:32 p.m. Trustee Stamoolis moved:

“TO GO INTO EXECUTIVE SESSION FOR THE DISCUSSION OF PENDING, PROBABLE, OR IMMINENT LITIGATION AS ALLOWED BY 5 ILCS 120/2(c)(11).”

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

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

ABSENT (3): Hafez, Hall, Jackson

At 9:02 p.m., President Caudill called the Regular Meeting back to order and roll call was taken.

Present: Blank, Caudill, Rossow, Stamoolis

Absent: Hafez, Hall, Jackson

Staff Present: Executive Director M. Womack

16. Possible action on closed session items for

A. 1312 Armor et al. vs. Lake County Treasurer (2006 Tax Objection)

Trustee Blank moved:

“WE SETTLE IN THE CASE OF 1312 ARMOR ET AL. VS. LAKE COUNTY TREASURER WHICH WAS A 2006 TAX OBJECTION IN THE AMOUNT OF \$6443.18 PLUS INTEREST.”

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

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

ABSENT (3): Hafez, Hall, Jackson

B. 1022 Western Ave et al. vs. Lake County Treasurer (2007 Tax Objection)

Trustee Blank moved:

“WE SETTLE IN THE CASE OF 1022 WESTERN AVENUE ET AL. VS. LAKE COUNTY TREASURER WHICH WAS A 2007 TAX OBJECTION IN THE AMOUNT OF \$6513.36 PLUS INTEREST.”

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

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

ABSENT (3): Hafez, Hall, Jackson

C. 2121 Waukegan Rd et al. vs. Lake County Treasurer (2010 Tax Objection)

Trustee Blank moved:

“WE SETTLE IN THE CASE OF 2121 WAUKEGAN ROAD ET AL. VS. LAKE COUNTY TREASURER WHICH WAS A 2010 TAX OBJECTION IN THE AMOUNT OF \$5403.91 PLUS INTEREST.”

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

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

ABSENT (3): Hafez, Hall, Jackson

17. ADJOURNMENT

At 9:06 Trustee Stamoolis moved:

“TO ADJOURN.”

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

Cindy Blank, Secretary

Approved at the next Regular Meeting of November 18, 2014

Kathy Caudill, President