

**ELA AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Meeting
October 22, 2013**

1. REGULAR MEETING - CALL TO ORDER

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

2. ROLL CALL

Trustees physically present: Blank, Caudill, Hafez, Stamoolis

Trustees absent: Hall, Jackson

Staff present: Executive Director Womack (via teleconference), Assistant Director Christianson, G. Traudt, S. Haase, S. Strahl, C. Wagner

Guest: V. Pitchford

3. ADJUSTMENTS TO THE AGENDA

A. Item **14. B. Discussion of Strategic Planning and 21st Century Libraries with Veronda Pitchford** has been moved to after **4. Public Comment**.

B. Add Item **14. H. Discussion of Architectural Services for Space Planning**.

C. Discuss 2007 Facilities Evaluation after Executive Director's Report.

D. Moved to the November 19th meeting: **15. B. EXECUTIVE SESSION FOR THE DISCUSSION OF CLOSED SESSION MINUTES FOR THE 8/24/13 EXECUTIVE DIRECTOR'S REVIEW SUB-COMMITTEE OF THE PERSONNEL COMMITTEE 5 ILCS 120/2(c)(21)**.

4. PUBLIC COMMENT

No public present.

14. B. Discussion of Strategic Planning and 21st Century Libraries with Veronda Pitchford

Veronda Pitchford gave a presentation on strategic planning and 21st century libraries.

5. PRESIDENT'S REPORT

- President Caudill reminded the Trustees to reply to Assistant Director Christianson with their availability for Library orientation tours.
- The Board was given a copy of President Caudill's 2013 ILA Conference Report outlining programs she attended.

6. VICE PRESIDENT'S REPORT

Position vacant

7. SECRETARY'S REPORT

A. Approval of the Minutes of the Regular Meeting 9/17/13

Minutes were approved as presented with the unanimous consent of the trustees present.

B. Approval of the Minutes – Executive Director Review Sub-Committee of the Personnel Committee 8/19/13

Minutes were approved as presented with the unanimous consent of the trustees present.

C. Approval of the Closed Session Minutes – Executive Director Review Sub-Committee of the Personnel Committee 8/19/13

Minutes were approved as presented with the unanimous consent of the trustees present.

The following item has been carried over for consideration at the November 19th Board Meeting:

15. B. Minutes of the CLOSED SESSION FOR THE 8/24/13 EXECUTIVE DIRECTOR'S REVIEW SUB-COMMITTEE OF THE PERSONNEL COMMITTEE 5 ILCS 120/2(c)(21)

8. TREASURER'S REPORT

A. September 2013

Trustee Blank moved:

“TO APPROVE THE SEPTEMBER 2013 EXPENDITURES AS AUTHORIZED WITH THE BALANCE OF THE REPORT TO BE FILED FOR AUDIT.”

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

AYES: 4 Blank, Caudill, Hafez, Stamoolis

ABSENT: 2 Hall, Jackson

B. Update On Investment Diversification Project

Trustee Stamoolis moved:

“TO APPROVE AND RATIFY THE INVESTMENT DIVERSIFICATION PLAN AS PRESENTED ON THE OCTOBER 21ST HANDOUT.”

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

AYES: 4 Blank, Caudill, Hafez, Stamoolis

ABSENT: 2 Hall, Jackson

9. CORRESPONDENCE AND COMMUNICATIONS

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

10. EXECUTIVE DIRECTOR'S REPORT

A. October 2013

- The Executive Director's report has a new format.
- The Executive Director and a limited number of his staff attended the ILA annual conference.
- Discussion of Director goals and information about Denmark and the Aarhus library will be given at the November meeting.
- More detail and discussion on the Special Reserve Fund schedule will be given at the November meeting.
- Discussed whether there is a need for an RFP for Architectural services.
- Discussed the preparation of an RFP for Attorney representation.

The 2007 Facilities Evaluation was discussed amongst the Board, Executive Director Womack and Business Manager Gloria Traudt. More detail will be discussed at the November meeting.

11. STANDING COMMITTEE REPORTS

No Reports.

12. SPECIAL COMMITTEE REPORTS

No Reports.

13. UNFINISHED BUSINESS

None.

14. NEW BUSINESS

A. Resolution Determining Amount of Money Necessary To Be Raised By Taxation for 2014/2015 Fiscal Year

Trustee Blank moved:

“TO APPROVE RESOLUTION NO. 13-10-1 RESOLUTION DETERMINING AMOUNT OF MONEY ESTIMATED TO BE NECESSARY TO BE RAISED BY TAXATION FOR 2013/2014 FISCAL YEAR.”

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

AYES: 4 Blank, Caudill, Hafez, Stamoolis

ABSENT: 2 Hall, Jackson

C. Department Overview from Staff Member – Anne Belden, Head of Adult Reference

An overview of the Adult Reference department was given.

Trustee Hall arrived at 8:02 p.m. during the Department Overview.

D. Discussion of Executive Director's Review

Will be addressed at the November 19th Board meeting.

E. Discussion of Board Retreat

A short discussion of a Board retreat was discussed. Trustees will send Executive Director Womack a list of what they would like for a Board Retreat. This will be an item on the January Agenda.

Trustee Hafez left the meeting at 8:23 p.m. after the Discussion of Board Retreat.

F. Discussion of RFP for Attorney Representation

Trustee Stamoolis moved:

“TO APPROVE THE PREPARATION OF AN RFP FOR ATTORNEY REPRESENTATION.”

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

AYES: 4 Blank, Caudill, Hall, Stamoolis

ABSENT: 2 Hafez, Jackson

G. Discussion of Trustee Vacancy Appointment

Discussed in Executive Session.

H. Discussion of Architectural Services for Space Planning

Discussed during the Executive Director’s report.

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

None.

C. EXECUTIVE SESSION FOR THE DISCUSSION OF CLOSED SESSION MINUTES FOR THE 8/19/13 EXECUTIVE DIRECTOR’S REVIEW SUB-COMMITTEE OF THE PERSONNEL COMMITTEE 5 ILCS 120/2(c)(21)

None.

D. EXECUTIVE SESSION FOR THE DISCUSSION OF TRUSTEE VACANCY APPOINTMENT 5 ILCS 120/2(c)(3)

At 8:39 p.m. Trustee Stamoolis moved:

“TO GO INTO EXECUTIVE SESSION FOR THE DISCUSSION OF TRUSTEE VACANCY APPOINTMENT 5 ILCS 120/2(c)(3).”

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

AYES: 4 Blank, Caudill, Hall, Stamoolis

ABSENT: 2 Hafez, Jackson

At 9:14 p.m., President Caudill called the Regular Meeting back to order and roll call was taken.

Present: Blank, Caudill, Hall, Stamoolis

Absent: Hafez, Jackson

Staff Present: Executive Director M. Womack (via teleconference)

President Caudill is appointing a Trustee Vacancy Committee to consist of the following Trustees: Caudill, Hall, Stamoolis

Trustee Blank moved:

“TO APPROVE THE ESTABLISHMENT OF A TRUSTEE VACANCY COMMITTEE WITH THE APPOINTMENTS AS RECOMMENDED BY PRESIDENT CAUDILL.”

Trustee Hall seconded the motion.

The motion was unanimously agreed upon with a voice vote by all Trustees present.

Trustee Stamoolis moved:

“TO HAVE THE TRUSTEE VACANCY COMMITTEE MEET ON OCTOBER 28, 2013 AT 6 P.M. TO INTERVIEW CANDIDATES.”

Trustee Hall seconded the motion.

The motion was unanimously agreed upon with a voice vote by all Trustees present.

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

None.

16. ADJOURNMENT

At 9:17 p.m. the meeting was adjourned with unanimous consent of the Board members present.

Cindy Blank, Secretary

Approved at the next Regular Meeting of November 19, 2013

Kathy Caudill, President