

**ELA AREA PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Regular Meeting  
November 15, 2011**

**1. REGULAR MEETING - CALL TO ORDER**

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

Trustees physically present: Blank, Caudill, Jackson, Shaw, Stachowiak

Trustees absent: Burger, Whiting

Staff present: Interim Director Duff, Interim Assistant Director Christianson,  
S. Haase, J. Plohr, W. Dawkins

Guests present: M. Pollack, H. Hallowell

**2. ADJUSTMENTS TO THE AGENDA**

A. None

Trustee Burger arrived at 6:03 p.m. during the Approval of Regular Meeting Minutes.

**3. APPROVAL OF MINUTES**

**A. Regular Meeting / October 18, 2011**

Trustee Caudill motioned:

**“TO APPROVE THE MINUTES OF THE REGULAR MEETING 10/18/11 AS AMENDED WITH THE CORRECTION IN ITEM NUMBER 10 TO CHANGE WORDING FROM ACCOUNTING TO AUDITING.”**

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

AYES: 6 Blank, Burger, Caudill, Jackson, Shaw, Stachowiak

ABSENT: 1 Whiting

**4. PRESIDENT’S REPORT**

- Will be leaving the meeting at 6:45 p.m..

- Sent an email to Miriam Pollack with thoughts about the candidates for Executive Director that would have been presented in Executive Session. Will contact Miriam later in the week to get caught up.

**5. VICE PRESIDENT’S REPORT**

- Attended a Village of Lake Zurich meeting about Lake Michigan water.

- Attended a Village of Lake Zurich meeting about the TIF District.

**6. SECRETARY’S REPORT**

Secretary Blank attended the ILA Trustee Day. A report was included in the Communications Folder.

**7. TREASURER’S REPORT**

Treasurer Caudill attended the ILA Trustee Day. A report was included in the Communications Folder.

**A. OCTOBER 2011**

Vice President Stachowiak moved:

**“TO APPROVE THE SEPTEMBER 2011 EXPENDITURES AS AUTHORIZED WITH THE BALANCE OF THE REPORT TO BE FILED FOR AUDIT.”**

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

AYES: 6 Blank, Burger, Caudill, Jackson, Shaw, Stachowiak

ABSENT: 1 Whiting

**8. CORRESPONDENCE**

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

**9. INTERIM DIRECTOR’S REPORT**

**A. October 2011**

- Attended a TIF meeting as the Library’s Joint Review Board Representative. A packet of information received at the meeting will be provided to the Trustees.
- Participated with Jan Miller and Jenny Plohr interviewing positions for Adult Reference Librarian.
- Will be off in January for personal business. January Board Meeting information will be complete before leaving.
- Library Statistics continue to pick up.
- Warren Dawkins will give update on AV Digital/ Media progress.

Trustee Whiting arrived at 6:19 p.m. during the Interim Director’s Report.

**10. STANDING COMMITTEE REPORTS**

**D. Personnel Committee: Report**

Trustee Burger gave a report on the Personnel Committee meeting of 10/9/11.

The Personnel Committee would like Attorneys to review the Personnel Policy before the Board looks at it. The policy will be brought to the January Board Meeting.

The **Bylaws Committee Review** will be added to future agendas under the **STANDING COMMITTEE REPORTS**.

**11. SPECIAL COMMITTEE REPORTS**

**B. RAILS: Report**

RAILS has a communications survey online until November 30, 2011.

**12. UNFINISHED BUSINESS**

**A. Bond Abatement**

Board requested that someone from Ehlers & Associates attend the January Board meeting to answer questions.

**B. Meeting Room Policy**

Trustee Caudill moved:

**“TO APPROVE THE MEETING ROOM POLICY WITH A REVIEWED AND REVISED DATE OF 11/11.”**

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

AYES: 7 Blank, Burger, Caudill, Jackson, Shaw, Stachowiak, Whiting

**C. 2012 Audit Firm Selection Process**

Trustee Burger moved:

**“TO APPROVE PAUL INSERRA OF MCCLURE, INSERRA AND COMPANY AND ASK TO SUBMIT A PROPOSAL OR STATEMENT OF COST FOR OUR AUDIT FOR THE NEXT FISCAL YEAR.”**

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

AYES: 7 Blank, Burger, Caudill, Jackson, Shaw, Stachowiak, Whiting

President Shaw left Board Meeting at 6:45 p.m.. Vice President Stachowiak chaired the meeting in the President’s absence.

**D. Digital Media Lab Policy**

Vice President Stachowiak moved:

**“TO APPROVE THE DIGITAL MEDIA LAB POLICY WITH A REVIEWED AND REVISED DATE OF 11/11.”**

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

AYES: 6 Blank, Burger, Caudill, Jackson, Stachowiak, Whiting

ABSENT: 1 Shaw

**13. NEW BUSINESS**

**A. Tax Levy Ordinance**

Trustee Caudill moved:

**“TO APPROVE ORDINANCE NO. 11-11-1 AN ORDINANCE LEVYING TAXES FOR LIBRARY PURPOSES FOR THE FISCAL YEAR 2012/2013 FOR THE ELA AREA PUBLIC LIBRARY DISTRICT, LAKE COUNTY, ILLINOIS.”**

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

AYES: 6 Blank, Burger, Caudill, Jackson, Stachowiak, Whiting

ABSENT: 1 Shaw

**B. Employment Handbook**

Will be discussed at the January meeting.

**C. Bridge Hennessey Memorial**

The staff held a memorial celebration. A public memorial will be planned for late Spring.

**14. INFORMATIONAL ITEMS**

Copies of ILA handouts can be found on the ILA website.

**15. PUBLIC FORUM**

None.

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

At 6:54 p.m. Trustee Burger moved:

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

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

AYES: 6 Blank, Burger, Caudill, Jackson, Stachowiak, Whiting

ABSENT: 1 Shaw

At 8:24 p.m. Vice President Stachowiak called the Regular Meeting back to order.

Trustees physically present: 6 Blank, Burger, Caudill, Jackson, Stachowiak, Whiting

Trustees absent: 1 Shaw

**17. ADJOURNMENT**

Vice President moved:

**“TO ADJOURN AT 8:24 P.M.”**

Trustee Burger seconded the motion and it was unanimously agreed by all Trustees present.

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**Cindy Blank, Secretary**

**Approved at the next Regular Meeting of January 17, 2012**

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**Chris Stachowiak, President Pro Tem**