

**ELA AREA PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Regular Meeting  
November 16, 2010**

**1. TRUTH IN TAXATION HEARING**

**A. CALL TO ORDER**

At 6:03 p.m. President Caudill called the meeting to order.

Trustees physically present: Black, Burger, Caudill, Shaw, Stachowiak, Washburn, Whiting

Staff Present: Executive Director Campe, Assistant Director Duff, G. Traudt, S. Haase, P. Paige, M. Rodriguez

Guests present: Vicki Remback

**B. HEARING**

No public comments.

**C. APPROVAL OF LEVY ORDINANCE**

Trustee Burger moved:

**“TO APPROVE ORDINANCE NO. 10-11-1, AN ORDINANCE LEVYING TAXES FOR LIBRARY PURPOSES FOR THE FISCAL YEAR 2010/2011.”**

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

AYES: 7 Black, Burger, Caudill, Shaw, Stachowiak, Washburn, Whiting

**D. ADJOURN**

At 6:04 p.m. the hearing was adjourned by a unanimous voice vote.

**2. REGULAR MEETING**

**3. CALL TO ORDER**

At 6:05 p.m. President Caudill called the Regular Meeting to order.

Trustees physically present: Black, Burger, Caudill, Shaw, Stachowiak, Washburn, Whiting

Staff present: Executive Director Campe, Assistant Director Duff, G. Traudt, S. Haase, P. Paige, M. Rodriguez

Guests present: Vicki Remback

**4. ADJUSTMENTS TO THE AGENDA**

None.

**5. APPROVAL OF MINUTES**

**A. Approval of the Minutes of the Regular Meeting 10/19/10.**

Minutes were approved as amended by the full consent of the Board members present.

**B. Approval of the Minutes of the Personnel Committee Meeting 11/1/10.**

Minutes were approved as presented by the full consent of the Board members present.

**6. PRESIDENT'S REPORT**

- Attended a Book Talk/Signing featuring Author James Swanson.
- Attended an event celebrating former NSLS Executive Director Sarah Long.

**7. VICE PRESIDENT'S REPORT**

No Report.

**8. SECRETARY'S REPORT**

No Report.

**9. TREASURER'S REPORT**

**A. OCTOBER 2010**

Trustee Burger moved:

**"TO APPROVE THE EXPENDITURES AS AUTHORIZED WITH THE BALANCE OF THE REPORT TO BE FILED FOR AUDIT."**

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

AYES: 7 Black, Burger, Caudill, Shaw, Stachowiak, Washburn, Whiting

**10. CORRESPONDENCE**

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

**11. EXECUTIVE DIRECTOR'S REPORT**

**A. September 2010**

- Stats were slightly down due to reduced number of interlibrary loans with CCS new policies.
- Simultaneous filing for Board Trustee applicants is being held December 13, 2010.
- Board Holiday Dinner will be held on Friday, December 10, 2010.
- Discussed a request with the Board that a message supporting the LZ Bears be placed on the outside sign. Board members decided not to allow this exception to the sign policy.
- The Evening of Excellence will be held January 22, 2011.
- Staff seeks to have a tree planted on library grounds as a memorial for the child of an employee. The Board had no objection to such a plan.

**12. STANDING COMMITTEE REPORTS**

**D. Personnel Committee**

A verbal report was given by Trustee Burger and President Caudill.

**13. SPECIAL COMMITTEE REPORTS**

**C. NSLS: Report (Kathy Caudill)**

Written report by President Caudill.

**D. Friends of the Library: (Chris Stachowiak)**

No Report.

**14. UNFINISHED BUSINESS**

**A. Regular Meeting Minutes September 21, 2010**

Vice President Stachowiak moved:

**“TO APPROVE WHEN THERE IS AN ADJUSTMENT TO THE AGENDA, THE MINUTES WILL REFLECT THE CHRONOLOGY OF THE MEETING AND NOT NECESSARILY THE ORDER THAT ITEMS WERE ORIGINALLY LISTED ON THE AGENDA.”**

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

AYES: 7 Black, Burger, Caudill, Shaw, Stachowiak, Washburn, Whiting

Trustee Whiting moved:

**“TO APPROVE THE 9-21-10 MINUTES WITH THE AMENDMENTS AS SET FORTH ON DOCUMENT 9-21-10A.”**

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

AYES: 7 Black, Burger, Caudill, Shaw, Stachowiak, Washburn, Whiting

**B. August Board Training Session Recap**

A summary recap of the August Board Training Session was discussed amongst the Board Trustees.

**15. NEW BUSINESS**

**A. Proposal from Ehlers & Associates: Financial Planning Project**

Tabled until the January Board meeting. The Board would like a sample of a Financial Planning Project prepared by Ehlers & Associates.

**B. Sunday Attendance Rates**

Sunday attendance rates were consistent.

**C. Minutes: Adjustments to the Agenda Procedures**

Addressed above in **14.A. Regular Meeting Minutes September 21, 2010.**

**D. RFID Update**

Executive Director Campe gave a report on the new RFID system.

**E. Survey Schedule**

Executive Director Campe will provide a suggested outline of survey dates, etc. for the January Board Meeting.

**F. Policy Review: Staff Usage of Library Electronic and Communication Systems**

Trustee Shaw moved:

**“TO APPROVE WITHOUT ANY MODIFICATIONS THE STAFF USAGE OF LIBRARY ELECTRONIC AND COMMUNICATION SYSTEMS POLICY WITH A ‘REVISED AND NO REVISIONS DATE OF 11/10’”.**

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

AYES: 7 Black, Burger, Caudill, Shaw, Stachowiak, Washburn, Whiting

**G. Staff Institute Date**

Trustee Burger moved:

**“TO AUTHORIZE THE CLOSING OF THE LIBRARY ON FEBRUARY 4, 2011 FOR THE STAFF INSTITUTE DAY.”**

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

AYES: 7 Black, Burger, Caudill, Shaw, Stachowiak, Washburn, Whiting

**H. Board Evaluation**

Report given by President Caudill. Documents were given to each of the Trustees for review and discussion. The Board agreed to prepare and return documents to Executive Director Campe on or before January 3, 2011, so that the Board Evaluation may be placed on an upcoming board meeting agenda.

**16. INFORMATIONAL ITEMS**

**A. ILA Report**

President Caudill spoke briefly about her written report outlining the ILA conference programs she attended, offering to provide copies of documents to interested trustees.

**17. PUBLIC FORUM**

Questions from the public were answered by Executive Director Campe and Board members.

**18. ADJOURNMENT**

At 8:32 p.m. it was unanimously agreed by all Trustees present **“TO ADJOURN.”**

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**Mimi Black, Secretary**

(SEAL)

**Approved at the next Regular Meeting of January 18, 2011**

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**Kathy Caudill, President**