

**ELA AREA PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Regular Meeting  
November 17, 2009**

**1. TRUTH IN TAXATION HEARING**

**A. CALL TO ORDER**

President Caudill called the meeting to order at 6:00 p.m.

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

Trustees absent: Whiting

Staff present: Executive Director Campe, Assistant Director Duff, G. Traudt,  
S. Haase, P. Paige, M. Womack, V. Stern, C. Wagner, M. Hills

**B. HEARING**

There were no members of the public present for the hearing.

**C. APPROVAL OF LEVY ORDINANCE**

Vice President Stachowiak motioned to:

**“TO APPROVE ORDINANCE NO. 09-11-1, AN ORDINANCE LEVYING  
TAXES FOR LIBRARY PURPOSES FOR THE FISCAL YEAR 2009/2010.”**

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

AYES: 6 Black, Burger, Caudill, Shaw, Stachowiak, Washburn

ABSENT: 1 Whiting

**D. ADJOURNMENT**

At 6:02 p.m. the hearing was adjourned by a unanimous voice vote.

**2. REGULAR MEETING**

**3. CALL TO ORDER**

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

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

Trustees absent: Whiting

Staff present: Executive Director Campe, Assistant Director Duff, G. Traudt,  
S. Haase, P. Paige, M. Womack, V. Stern, C. Wagner, M. Hills

Visitors Present: J. Tarbet

**4. ADJUSTMENTS TO THE AGENDA**

**A. Move 15.L. Emergency/Disaster Manual Policy Review** to the January 2010 Board Meeting.

**B. Move 5D. Approval of the Executive Session of the Personnel Committee Meeting Minutes 10/27/09** and **5G. Approval of the Executive Session of the Personnel Committee Meeting Minutes 11/03/09** to be addressed after the Public Forum.

**C. Move 17. Public Forum** to occur after the Informational Items on the Agenda.

**5. APPROVAL OF MINUTES**

**A. Approval of the Minutes of the Regular Meeting 10/20/09.**

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

**B. Approval of the Minutes of the Executive Session Meeting 10/20/09.**

To be addressed at the January 2010 Board Meeting.

**C. Approval of the Personnel Committee Meeting 10/27/09.**

Minutes were approved, with minor amendments, by the full consent of the Board members present.

**D. Approval of the Executive Session of the Personnel Committee Meeting 10/27/09.**

To be addressed during the Executive Session portion of the Board Meeting.

**E. Approval of the Bylaws Committee Meeting 11/02/09.**

Minutes were approved, with minor amendments, by the full consent of the Board members present.

**F. Approval of the Personnel Committee Meeting 11/03/09.**

Minutes were approved, with minor amendments, by the full consent of the Board members present.

**G. Approval of the Executive Session of the Personnel Committee Meeting 11/03/09.**

To be addressed during the Executive Session part of the Board Meeting.

**H. Approval of the Special Meeting 11/03/09.**

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

**6. PRESIDENT'S REPORT**

- Attended the summit discussing the futures of Illinois libraries.
- NSLS has reduced their annual budget in light of reduced funding authorization from the state of Illinois. The NSLS banquet has been eliminated.

**7. VICE PRESIDENT'S REPORT**

No Report.

**8. SECRETARY'S REPORT**

No Report.

**9. TREASURER'S REPORT**

**A. NOVEMBER 2009**

Trustee Shaw moved:

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

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

AYES: 6 Black, Burger, Caudill, Shaw, Stachowiak, Washburn

ABSENT: 1 Whiting

**10. CORRESPONDENCE FOLDER**

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

**11. EXECUTIVE DIRECTOR'S REPORT**

Director Campe reviewed highlights of the Librarian's Report.

- The Library Journal Magazine named the Ela Area Public Library District as a four star library, one of 258 libraries in the country to be named as three, four or five star libraries.
- IDOT has planted trees in front of the planned location for the Library's new digital. With the permission of IDOT, they will be removed and replanted by our landscapers.
- The Evening of Excellence is scheduled for January 23<sup>rd</sup>. Information will be sent to the Board.
- Library circulation statistics are up 11% this month.
- Digital book circulation is rising.

**12. STANDING COMMITTEE REPORTS**

No Reports.

**13. SPECIAL COMMITTEE REPORTS**

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

Report given by President Caudill.

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

Report given by Vice President Stachowiak.

**D. Bylaws Committee: Report**

The Board reviewed the proposed changes to the bylaws, and will vote on the recommended bylaws changes at the January 2010 Board meeting. President Caudill will provide additional language for the bylaws regarding executive session.

**14. UNFINISHED BUSINESS**

None.

**15. NEW BUSINESS**

**A. Ordinance/Resolution to Approve to the LIMRiCC Bylaws & Intergovernmental Agreements**

Trustee Burger moved:

**“TO APPROVE THE ORDINANCE/RESOLUTION OF THE PROPOSED AMENDMENTS TO THE LIMRiCC BYLAWS & INTERGOVERNMENTAL AGREEMENTS AS DESCRIBED IN THE LETTER TO THE LIBRARY.”**

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

AYES: 6 Black, Burger, Caudill, Shaw, Stachowiak, Washburn

ABSTAIN: 1 Whiting

Trustee Whiting arrived at 6:37 p.m., during the discussion regarding Ordinance/Resolution to Approve the LIMRiCC Bylaws & Intergovernmental Agreements.

**B. Unique Management Services**

Trustee Washburn moved:

**“TO APPROVE A ONE YEAR AGREEMENT WITH UNIQUE MANAGEMENT SERVICES AT THE END OF OUR NO RISK TRIAL PERIOD ENDING 12/08/09 AND APPROVING A ONE TIME FEE OF \$250 FOR CCS ONE TIME INCLUSION COST TO PARTICIPATE AND AN ANNUAL MAINTENANCE FEE OF \$36.94.”**

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

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

**C. Digital Sign Face**

Trustee Whiting moved:

**“TO APPROVE DESIGN #1 WITH THE STAFF TO DETERMINE FINAL APPROVAL AS TO FONT, SPACING, TRANSLUCENCY, ETC. TO PROVIDE MAXIMUM READABILITY.”**

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

AYES: 4 Burger, Caudill, Washburn, Whiting

NAYS: 3 Black, Shaw, Stachowiak

**D. Digital Sign Policy**

Trustee Burger moved:

**“TO APPROVE THE DIGITAL SIGN POLICY AS AMENDED.”**

Trustee Shaw seconded the motion and it carried on a roll call vote.  
AYES: 7 Black, Burger, Caudill, Shaw, Stachowiak, Washburn, Whiting

**E. Stationery Concepts**

Executive Director Campe will report to the Board at the January Board meeting with a list of costs and timeframe to get stationery printed with the new Library logo.

**F. Executive Session Meeting Tapes**

President Caudill moved:

**“TO APPROVE THAT THE EXECUTIVE SESSION MEETING CD/TAPE WILL NOT LEAVE THE LIBRARY.”**

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

AYES: 6 Burger, Caudill, Shaw, Stachowiak, Washburn, Whiting

NAYES: 1 Black

A recommendation was made by Trustee Whiting that the IT department and staff, provide the Board with information on aiding a backup of protection, for the January Board meeting.

President Caudill moved:

**“TO AMEND THE ABOVE MOTION TO HAVE THE UNDERLYING INFORMATION ABOUT THE PROCEDURES FOR THE EXECUTIVE SESSION TAPES BE A PART OF THE BYLAWS.”**

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

AYES: 5 Burger, Caudill, Shaw, Washburn, Whiting

NAYES: 2 Black, Stachowiak

This will be reviewed at the January Board meeting and approved at the February Board meeting.

President Caudill moved:

**“TO HAVE THE EXECUTIVE SESSION MEETING TAPES REMAIN IN THE ADMINISTRATIVE OFFICE AND THAT ANY TRUSTEE THAT WANTSTO REVIEW THE MINUTES OR TAPES WOULD SET UP AN APPOINTMENT WITH THE DIRECTOR AND LISTEN TO THOSE TAPES IN THE BOARD ROOM.”**

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

AYES: 6 Burger, Caudill, Shaw, Stachowiak, Washburn, Whiting

NAYES: 1 Black

**G. Footnotes Update**

Val Stern, Public Information Coordinator, gave an update on the printing and mail costs for Footnotes.

**H. Ela Green Status**

Assistant Director Duff reported on the Library’s Green Team activities and plans.

**I. Truth in Taxation Ad**

Executive Director Campe gave a report on the Truth and Taxation ad which was published in the Lake Zurich Courier, and her communication with the library’s attorneys regarding the statutory requirements.

**J. Destination Ela Report**

Executive Director Campe gave report on the status and estimated costs of Destination Ela. Handouts were provided for the Board.

**K. Board Analysis**

Trustee Burger and Trustee Washburn will work together and prepare a Board analysis presentation for the January meeting.

**L. Emergency/Disaster Manual Policy Review**

Review of this policy will be discussed at the January 2010 Board meeting.

**16. INFORMATIONAL ITEMS**

- Trustee Shaw would like to have the library look into epay.

**17. PUBLIC FORUM**

None.

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

At 8:45 p.m. Trustee Shaw moved:

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

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

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

At 9:13 p.m. President Caudill moved:

**“TO LEAVE EXECUTIVE SESSION AND RETURN TO GENERAL SESSION.”**

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

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

**19. ADJOURNMENT**

At 9:16 p.m. the hearing was adjourned by a unanimous voice vote.

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**Mimi Black, Secretary**

(SEAL)

**Approved at the next Regular Meeting of January 19, 2010**

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**Kathy Caudill, President**