

**ELA AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Meeting
November 19, 2013**

- 1. REGULAR MEETING - CALL TO ORDER**
At 6:01 p.m. President Caudill called the Regular Meeting to order.
- 2. ROLL CALL**
Trustees physically present: Blank, Caudill, Hall, Stamoolis
Trustees absent: Hafez, Jackson
Staff present: Executive Director Womack, Assistant Director Christianson, G. Traudt, S. Haase, S. Strahl, C. Wagner
Guest present: S. Harrod
- 3. ADJUSTMENTS TO THE AGENDA**
None.
- 4. PUBLIC COMMENT**
No public comment.
- 5. PRESIDENT'S REPORT**
President Caudill and Trustee Blank had a delightful tour of the Library's departments.
- 6. VICE PRESIDENT'S REPORT**
Position vacant
- 7. SECRETARY'S REPORT**
 - A. Approval of the Minutes of the Regular Meeting 10/22/13**
Minutes were approved as presented with the unanimous consent of the Trustees present.
 - B. Approval of the Closed Session Minutes – Executive Director Review Sub-Committee of the Personnel Committee 8/24/13**
Minutes were approved as amended with the unanimous consent of the Trustees present.
- 8. TREASURER'S REPORT**
 - A. October 2013**
Trustee Blank moved:
“TO APPROVE THE OCTOBER 2013 EXPENDITURES AS AUTHORIZED WITH THE BALANCE OF THE REPORT TO BE FILED FOR AUDIT.”
Trustee Hall seconded the motion and it carried on a roll call vote.
AYES: 4 Blank, Caudill, Hall, Stamoolis
ABSENT: 2 Hafez, 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 Library continues to celebrate its 5 Star rating. Executive Director Womack mentioned the Library has been receiving a lot of recognition.
- The Evening of Excellence is scheduled for January 25, 2014.
- The ALA 2014 Bechtel Fellowship was awarded to Natalie Ziarnik, Head of Children's department.
- An auto/pedestrian accident occurred at the crosswalk in front of the Library. Executive Director Womack will be looking into the details and also into options for making the crosswalk safer.

11. STANDING COMMITTEE REPORTS

No Reports.

12. SPECIAL COMMITTEE REPORTS

No Reports.

13. UNFINISHED BUSINESS

None.

14. NEW BUSINESS

A. Approve Tax Levy for Fiscal Year 2014/2015

Trustee Stamoolis moved:

“TO APPROVE ORDINANCE NO. 13-11-1 AN ORDINANCE LEVYING TAXES FOR LIBRARY PURPOSES FOR THE FISCAL YEAR 2014/2015 FOR THE ELA AREA PUBLIC LIBRARY DISTRICT, LAKE COUNTY, ILLINOIS.”

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

AYES: 4 Blank, Caudill, Hall, Stamoolis

ABSENT: 2 Hafez, Jackson

B. Department Overview from Staff Member – Sarah Strahl, Head of Technical Services

An overview of the Technical Services department was given.

C. Food for Fines

Trustee Stamoolis moved:

“TO IMPLEMENT FOOD FOR FINES FOR FINES INCURRED IN DECEMBER.”

Trustee Hall seconded the motion and was the motion approved with the unanimous consent of the trustees present.

D. Staff Training Day – February 28, 2014

Trustee Blank moved:

“TO APPROVE THE CLOSURE OF THE LIBRARY ON FEBRUARY 28, 2014 FOR A STAFF TRAINING DAY.”

Trustee Stamoolis seconded the motion and was the motion approved with the unanimous consent of the trustees present.

Trustee Jackson arrived at 6:53 p.m. during the discussion of the Staff Training Day.

E. Proposal for Architectural Services

Trustee Hall moved:

“TO APPROVE THE PROFESSIONAL ARCHITECTURAL SERVICES FOR THE ELA AREA PUBLIC LIBRARY AS OUTLINED IN THE LETTER OF NOVEMBER 11, 2013 FROM TIFFANY NASH OF PRODUCT ARCHITECTURE + DESIGN.”

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

AYES: 5 Blank, Caudill, Hall, Jackson, Stamoolis

ABSENT: 1 Hafez

F. Collection Development Policy

Trustee Blank moved:

“TO APPROVE THE COLLECTION DEVELOPMENT POLICY AS PRESENTED WITH AN EFFECTIVE DATE OF NOVEMBER 2013.”

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

AYES: 5 Blank, Caudill, Hall, Jackson, Stamoolis

ABSENT: 1 Hafez

G. Discussion of Concealed Carry Policy and Signage

Executive Director Womack discussed a memo received from the Library’s Attorneys with recommendations for a concealed carry policy and the posting of concealed carry signage.

H. Long Range Financial Plan and Facilities Study

Trustee Stamoolis moved:

“TO RATIFY SPECIAL RESERVE FUNDS ARE SET ASIDE TO SUPPORT THE FACILITIES STUDY AND THE LONG RANGE FINANCIAL PLAN.”

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

AYES: 5 Blank, Caudill, Hall, Jackson, Stamoolis

ABSENT: 1 Hafez

I. Executive Director’s Report on NEXT Library

Gave a presentation on his visit to the Aarhus Library and NEXT Library Conference.

J. Discussion of Trustee Vacancy

Discussed in Executive Session.

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

None.

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)

None.

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

At 8:14 p.m. Trustee Blank moved:

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

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

AYES: 5 Blank, Caudill, Hall, Jackson, Stamoolis

ABSENT: 1 Hafez

At 8:32 p.m., President Caudill called the Regular Meeting back to order and roll call was taken.

Present: Blank, Caudill, Hall, Jackson, Stamoolis

Absent: Hafez

Staff Present: Executive Director M. Womack

Trustee Jackson moved:

“TO APPROVE TO APPOINT DENNIS ROSSOW TO FILL THE OPEN TRUSTEE VACANCY.”

Trustee Hall seconded the motion.

AYES: 5 Blank, Caudill, Hall, Jackson, Stamoolis

ABSENT: 1 Hafez

16. ADJOURNMENT

At 8:34 p.m. the meeting was adjourned with unanimous consent of the Board members present.

Cindy Blank, Secretary

Approved at the next Regular Meeting of January 21, 2014

Kathy Caudill, President