

**ELA AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Meeting
November 20, 2007**

I. TRUTH IN TAXATION HEARING

A. CALL TO ORDER

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

Trustees present: Burger, Caudill, Lang, Rossow, Stachowiak, Washburn

Trustees absent: Black

Staff present: Director Campe, G. Traudt, S. Haase, S. Burke, J. Plohr, W. Dawkins

B. HEARING

C. APPROVAL OF LEVY ORDINANCE

Trustee Rossow motioned to:

“TO APPROVE ORDINANCE NO. 07-11-1, AN ORDINANCE LEVYING TAXES FOR LIBRARY PURPOSES FOR THE FISCAL YEAR 2007/2008.”

Trustee Black arrived at 6:04 p.m.

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

AYES: 7 Black, Burger, Caudill, Lang, Rossow, Stachowiak, Washburn

D. ADJOURNMENT

At 6:07 p.m. President Caudill motioned to:

“ADJOURN”.

II. REGULAR MEETING

III. CALL TO ORDER

At 6:07 p.m. President Caudill called the Regular Meeting to order.

Trustees present: Black, Burger, Caudill, Lang, Rossow, Stachowiak, Washburn

Staff present: Director Campe, G. Traudt, S. Haase, S. Burke, J. Plohr, W. Dawkins

IV. ADJUSTMENTS TO THE AGENDA

None

V. PRESIDENT’S REPORT

a. Footnotes is being featured on the cover of ILA Reporter in December.

b. President Caudill, Trustee Burger, Assistant Director Duff, and George Kalinka, Electronic Information Department Head, attended a computerized grant-seeking workshop at NSLS.

c. Trustee Rossow and Vice President Stachowiak have completed their Trustee Training classes at NSLS. Vice President Stachowiak has completed the additional requirements to be designated as a certified trustee.

- d. Policy Tracking Subcommittee needs to meet. Director Campe will e-mail some dates to President Caudill and Trustee Lang.
- e. Policy Tracking Subcommittee will discuss the ILA article on emergency procedures and determine proper committee to assign for the update of our privacy policy.
- f. An upcoming list of dates of note was given to each Board Trustee by President Caudill.

VI. CORRESPONDENCE

Correspondence folder was passed.

VII. SECRETARY’S REPORT: MINUTES OF MEETINGS

a. Regular Meeting / October 16, 2007

Approved as amended.

AYES: 7 Black, Burger, Caudill, Lang, Rossow, Stachowiak, Washburn

VIII. TREASURER’S REPORT

President Caudill moved:

“TO APPROVE THE EXPENDITURES AS AUTHORIZED FOR THE MONTH OF OCTOBER 2007 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: 7 Black, Burger, Caudill, Lang, Rossow, Stachowiak, Washburn

IX. DIRECTOR’S REPORT

Director Campe reviewed highlights of the Librarian’s Report.

- The stats report shows an increase in the people counter and an increase in checkouts.
- The statistics for prior months are being monitored and recorded accurately.
- The new collections circulation is up.
- The Safety Open House has been changed from January to May 17.
- The dates for the Friends’ Book Sale have been moved to May 23-25.
- Chris Munao, Assistant in IT, resigned on November 21. A job posting will be coming out soon.
- Tanvee Mahadik of Circulation will be moving to Technical Services as a full-time Cataloger.
- Midge Simms is the part-time assistant for the Outreach Services department.

X. STANDING COMMITTEE REPORTS

No Reports

XI. SPECIAL COMMITTEE REPORTS

a. Diverse Populations Committee

Report given by Trustee Lang.

b. Internet Advisory Committee

No report

c. NSLS

Report given by President Caudill.

d. Friends of the Library

Report given by Vice President Stachowiak.

XII. UNFINISHED BUSINESS

a. Canopy

The canopy for the drive-up window has been ordered. There is a one-year warranty on the installation and a five-year warranty on the fabric.

b. Board Self-Evaluation

The Board is in favor of conducting a self-evaluation. They will review the documents and bring suggestions to the January 2008 Board meeting.

XIII. NEW BUSINESS

a. Marketing Plan

Director Campe presented a marketing plan to the Board.

Vice President Stachowiak moved:

“TO MAKE A RECOMMENDATION TO AUTHORIZE DIRECTOR CAMPE TO MOVE FORWARD WITH THE MARKETING PLAN TAKING INTO CONSIDERATION THE SUGGESTIONS AND COMMENTS MADE BY THE BOARD.”

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

AYES: 6 Burger, Caudill, Lang, Rossow, Stachowiak, Washburn

NAYS: 1 Black

XIV. INFORMATIONAL ITEMS

A. Report on Meet the Trustee Breakfast 11/17/07

Vice President Stachowiak and Terri Meyer were the hosts at the Meet the Trustee Breakfast. They greeted patrons and showed them the library’s new items. Patrons made very positive comments about the library.

XV. EXECUTIVE SESSION (None.)

XVI. PUBLIC FORUM

XVII. ADJOURNMENT

At 8:32 p.m. Trustee Burger moved:

“TO ADJOURN.”

President Caudill seconded the motion and it carried on a unanimous voice vote.

Wendy Lang, Secretary

(SEAL)

Approved at the next Regular Meeting of January 15, 2008

Kathy Caudill, President