

**ELA AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Meeting
November 20, 2012**

1. TRUTH IN TAXATION HEARING

A. CALL TO ORDER

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

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

Staff Present: Executive Director Womack, S. Haase

Public present: S. Havvod, D. Frazier

B. HEARING

No public comments were made.

C. APPROVAL OF LEVY ORDINANCE

Trustee Burger moved:

“TO APPROVE ORDINANCE NO. 12-11-1, AN ORDINANCE LEVYING TAXES FOR LIBRARY PURPOSES FOR THE FISCAL YEAR 2013/2014 FOR THE ELA AREA PUBLIC LIBRARY DISTRICT, LAKE COUNTY, ILLINOIS.”

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

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

D. ADJOURN

At 6:08 p.m. Trustee Blank moved **“TO ADJOURN.”**

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

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

2. REGULAR MEETING - CALL TO ORDER

At 6:09 p.m. President Shaw called the Regular Meeting to order.

3. ROLL CALL

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

Staff Present: Executive Director Womack, S. Haase

Public present: S. Havvod, D. Frazier

4. ADJUSTMENTS TO THE AGENDA

A. Item 14. B. Proposal for Fiber Optic Cable has been moved to after 16. B. EXECUTIVE SESSION FOR THE DISCUSSION OF PENDING, PROBABLE, OR IMMINENT LITIGATION AS ALLOWED BY 5 ILCS 120/2(C)(11).

5. PUBLIC COMMENT

None.

6. PRESIDENT'S REPORT

President Shaw, Vice President Stachowiak and Executive Director Womack attended a TIF District meeting.

7. VICE PRESIDENT'S REPORT

Vice President Stachowiak, President Shaw and Executive Director Womack attended a TIF District meeting.

8. SECRETARY'S REPORT

A. Approval of the Minutes of the Regular Meeting 10/16/12

Trustee Blank moved:

“TO APPROVE THE MINUTES OF THE REGULAR MEETING 10/16/12 WITH A REVISION.”

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

AYES: 5 Blank, Caudill, Shaw, Stachowiak, Whiting

ABSTAIN: 2 Burger, Jackson

9. TREASURER'S REPORT

A. October 2012

Trustee Blank moved:

“TO APPROVE THE OCTOBER 2012 EXPENDITURES AS AUTHORIZED WITH THE BALANCE OF THE REPORT TO BE FILED FOR AUDIT.”

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

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

10. CORRESPONDENCE AND COMMUNICATIONS

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

11. EXECUTIVE DIRECTOR'S REPORT

A. September Report

- Hosted Chamber networking group called LZINC. The group was shown business and technology services they can take advantage of here at the Library. Good feedback was received from the group.
- The community leader's forum for the Strategic Plan was well attended and extraordinarily constructed.
- The Library website project is getting some good progress. We are going to fold in a user review process usability study once we have the site in good shape – expecting it to happen sometime in January or February.
- Reminder to the Trustees - Open Meetings Act training needs to be done by the end of the year.
- The Library will be open on Christmas Eve just to accept nominating petitions for people running for Board Trustees in the upcoming Spring election.

12. STANDING COMMITTEE REPORTS

A. Building & Grounds Committee: Report on Backup Generator

Vice President Stachowiak moved:

“TO APPROVE TO TAKE THE MONIES TO PAY FOR THE GENERATOR REPAIR FROM THE SPECIAL RESERVE FUND.”

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

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

13. SPECIAL COMMITTEE REPORTS

No Reports.

14. UNFINISHED BUSINESS

B. Strategic Planning Progress Report

Executive Director Womack discussed the Strategic Planning Progress Report. A Special Board meeting has been set for December 18, 2012 to discuss questions for the patron survey.

15. NEW BUSINESS

A. Outdoor Digital Sign Policy

Vice President Stachowiak moved:

“TO APPROVE THE OUTDOOR DIGITAL SIGN POLICY WITH A REVIEWED DATE OF 11/12 AND WITHOUT REVISION.”

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

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

B. Approve Staff Training Day in February

Trustee Caudill moved:

“TO APPROVE TO CLOSE THE LIBRARY ON FRIDAY, FEBRUARY 22, 2012 FOR A STAFF TRAINING DAY.”

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

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

C. Discussion of Lake Zurich TIF Joint Review Board

A discussion of the TIF District Meeting was given by President Shaw, Vice President Stachowiak and Executive Director Womack.

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

None.

B. EXECUTIVE SESSION FOR THE DISCUSSION OF PENDING, PROBABLE, OR IMMINENT LITIGATION AS ALLOWED BY 5 ILCS 120/2(c)(11)

None.

Warren Dawkins, Head of IT Systems arrived during the Proposal for Fiber Optic Cable discussion.

14. A. Proposal for Fiber Optic Cable

Trustee Caudill moved:

“TO APPROVE THE PROPOSAL FOR THE INSTALLATION OF THE AT&T and ILLINOIS CENTURY NETWORK 3 YEAR AGREEMENT ALONG WITH THE SWITCHES (silver) FOR THE AMOUNT OF \$24,266.34.”

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

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

17. ADJOURNMENT

At 8:12 Trustee Burger moved:

“TO ADJOURN.”

Trustee Whiting seconded the motion.

The motion was unanimously agreed by all Trustees present.

Cindy Blank, Secretary

Approved at the next Regular Meeting of January 15, 2013

John Shaw, President