

**ELA AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Meeting
November 21, 2017**

1. REGULAR MEETING - CALL TO ORDER

At 6:03 p.m. President Blank called the Regular Meeting to order.

2. A. ROLL CALL

Trustees physically present: Blank, Caudill, Corzine, Fuller, Malohn, Stamoolis, Stanonik

Staff present: Executive Director Womack, Assistant Director Christianson, S. Hyson, S. Haase

Guest present: S. Harrod

3. PUBLIC COMMENT

Executive Director Womack explained and answered questions Mr. Harrod had about the Ordinance levying taxes for the Library. Mr. Harrod complimented our Library and Board of Trustees.

4. ADJUSTMENTS TO THE AGENDA

None.

5. CONSENT AGENDA

A. Approval of the Minutes of the Regular Meeting October 17, 2017

B. Approval of the Minutes of the Closed Session October 17, 2017

C. Approval of the Minutes of the Special Meeting October 19, 2017

D. Approval of the Minutes of the Executive Director Review Subcommittee of the Personnel Committee Meeting November 13, 2017

Trustee Stamoolis moved:

“TO APPROVE ITEMS A. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OCTOBER 17, 2017 AND B. APPROVAL OF THE MINUTES OF THE CLOSED SESSION OCTOBER 17, 2017 OF THE CONSENT AGENDA AS PRESENTED.”

Trustee Fuller seconded the motion and it carried on a unanimous voice vote.

6. APPROVAL OF ITEMS MOVED FROM THE CONSENT AGENDA

Trustee Stamoolis moved:

“TO APPROVE CONSENT AGENDA ITEMS C. APPROVAL OF THE MINUTES OF THE SPECIAL MEETING OCTOBER 19, 2017 AND D. APPROVAL OF THE MINUTES OF THE EXECUTIVE DIRECTOR REVIEW SUBCOMMITTEE OF THE PERSONNEL COMMITTEE MEETING NOVEMBER 13, 2017 OF THE CONSENT AGENDA AS AMENDED.”

Trustee Malohn seconded the motion and it carried on a unanimous voice vote.

7. TRUSTEE REPORTS/COMMENTS

Trustee Stamoolis mentioned that he and his wife were very touched to overhear a preschooler say “that’s my Library.”

President Blank thought the Library’s department videos were awesome.

President Blank mentioned a thought about doing videos on Facebook promoting the Library’s’ programs.

Trustee Stanonik highly complimented the Library’s Outreach Department.

8. TREASURER’S REPORT

A. October 2017

Trustee Caudill moved:

“TO APPROVE THE OCTOBER 2017 EXPENDITURES AS AUTHORIZED WITH THE BALANCE OF THE REPORT TO BE FILED FOR AUDIT.”

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

AYES (7): Blank, Caudill, Corzine, Fuller, Malohn, Stamoolis, Stanonik

9. CORRESPONDENCE AND COMMUNICATIONS

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

10. EXECUTIVE DIRECTOR’S REPORT

- A small portion of money from the Technology & Service Pilots budget line will used to purchase items for a new service to readers.
- The 2017-2018 Action Plan and the Ordinance Levying Taxes for the Library will be discussed later in the meeting.
- A Bill has recently been passed about sexual harassment. The Library will be looking over its personnel handbook to make sure everything has been addressed.
- Executive Director Womack was reviewing the Per Capita Grant requirements for the year, and one of the requirements is for a Trustee to participate, attend or view a training on security. The staff training video will be sent to the Trustees to watch.

11. STANDING COMMITTEE REPORTS

None.

12. SPECIAL COMMITTEE REPORTS

None.

13. UNFINISHED BUSINESS

None.

14. NEW BUSINESS

A. Approve Ordinance No. 17-11-01 Ordinance Levying Taxes for Library Purposes for the Fiscal Year 2018/2019 for the Ela Area Public Library District, Lake County, Illinois

Trustee Caudill moved:

“TO APPROVE ORDINANCE NO. 17-11-01 ORDINANCE LEVYING TAXES FOR LIBRARY PURPOSES FOR THE FISCAL YEAR 2018/2019 FOR THE ELA AREA PUBLIC LIBRARY DISTRICT, LAKE COUNTY, ILLINOIS.”

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

AYES (7): Blank, Caudill, Corzine, Fuller, Malohn, Stamoolis, Stanonik

B. Approval of Bids for Renovation and Repair Work in the Children’s Department

Trustee Fuller moved:

“TO ACCEPT THE BIDDING FOR THE RENOVATION AND CONSTRUCTION IN THE CHILDRENS DEPARTMENT IN THE AMOUNTS OF \$256,363.00 FOR CONSTRUCTION COSTS AND \$355,213.00 FOR THE TOTAL PROJECT COST.”

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

AYES (7): Blank, Caudill, Corzine, Fuller, Malohn, Stamoolis, Stanonik

C. Executive Director Review Process

Trustee Caudill moved:

“TO APPROVE THE RECOMMENDATION BY THE EXECUTIVE DIRECTOR SUBCOMMITTEE TO ADOPT THE EDR EVALUATION PROCESS AS PRESENTED.”

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

AYES (7): Blank, Caudill, Corzine, Fuller, Malohn, Stamoolis, Stanonik

D. Discussion of the 2017-2018 Action Plan

Trustee Fuller moved:

“TO APPROVE THE 2017-2018 ACTION PLAN AS PRESENTED AND DISCUSSED.”

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

AYES (7): Blank, Caudill, Corzine, Fuller, Malohn, Stamoolis, Stanonik

E. Discussion of Legal Representation for the Library District

No action taken. Discussions and visits from possible attorneys for the Library’s legal representation will take place at the January, February and March Board meetings.

F. Board Self-Evaluation

President Blank discussed the Board Self-Evaluation spreadsheet. It was proposed to use the same format as last year and to fill it out and submit the results by December 18th.

G. Approval of Trustee Expense Reports

None.

H. Building and Grounds Critical Issues

None.

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

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

At 8:13 p.m. Trustee Caudill moved:

“TO MOVE INTO EXECUTIVE SESSION FOR 15. B. EXECUTIVE SESSION FOR THE DISCUSSION OF PENDING, PROBABLY, OR IMMINENT LITIGATION AS ALLOWED BY 5 ILCS 120/2(c)(11).”

Trustee Stamoolis seconded the motion and it carried on a unanimous roll call vote. AYES (7): Blank, Caudill, Corzine, Fuller, Malohn, Stamoolis, Stanonik

C. EXECUTIVE SESSION FOR THE DISCUSSION OF EXECUTIVE SESSION MINUTES AS ALLOWED BY 5 ILCS 120/2(c)(21)

At 8:25 p.m., President Blank called the Regular Meeting back to order noting the presence of the following:

Trustees Present (7): Blank, Caudill, Corzine, Fuller, Malohn, Stamoolis, Stanonik and Executive Director Womack

16. ADJOURNMENT

At 8:26 p.m. Trustee Fuller moved:

“TO ADJOURN”.

Trustee Stanonik seconded the motion and it carried on a unanimous voice vote.

Kathy Caudill, Secretary

Approved at the next Regular Meeting of January 16, 2018

Cindy Blank, President