

**ELA AREA PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Regular Meeting  
July 16, 2019**

**1. REGULAR MEETING – CALL TO ORDER**

At 6:00 p.m. President Corzine called the Regular Meeting to order.

**2. ROLL CALL**

Trustees physically present: Blank, Caudill, Corzine, Fuller, Hurst, Stamoolis, Steker  
Staff present: Executive Director Womack, Assistant Director Christianson, M. Walters, S. Hyson, M. Creel  
Guests present: K. O’Grady, S. Harrod

**3. PUBLIC COMMENT**

None.

**4. ADJUSTMENTS TO THE AGENDA**

None.

**5. CONSENT AGENDA**

**A. Approval of the Minutes of the Regular Meeting June 18, 2019**

**B. Approval of the Minutes of the Executive Session Meeting June 18, 2019**

Trustee Caudill moved:

**“TO APPROVE THE CONSENT AGENDA AS PRESENTED.”**

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

**6. APPROVAL OF ITEMS MOVED FROM CONSENT AGENDA**

None.

**7. TRUSTEE REPORTS/COMMENTS**

Trustee Caudill attended the Essential Oils, Mason Jar, and Readers’ Tea programs. Trustee Blank also attended the Mason Jar program. Trustee Caudill commented on the positive value of the Library’s readers’ recommendation services. She also reminded Trustees that the Trustee Day at the Illinois Library Association Conference will be held on October 24, 2019.

**8. TREASURER’S REPORT**

**A. June 2019**

Trustee Caudill moved:

**“TO APPROVE THE JUNE 2019 EXPENDITURES AS AUTHORIZED WITH THE BALANCE OF THE REPORT TO BE FILED FOR AUDIT.”**

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

AYES (7): Blank, Caudill, Corzine, Fuller, Hurst, Stamoolis, Steker

**9. CORRESPONDENCE AND COMMUNICATIONS**

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

**10. EXECUTIVE DIRECTOR'S REPORT**

**A. June 2019 (Document)**

- Outdoor signs have been ordered for the parking lot project.
- The engineers had not included the staging process in the original contract. Staging will require the engineers to make additional visits which will be billed hourly.
- The recruiting process of the Administrative Assistant has begun.
- The Popular Materials Department received the annual Readers' Advisory Service Award from ILA.
- A temporary lactation space will be created for staff while we work on a larger staff space planning project.
- The new contracted porter has started.

**B. Action Plan 2018-2019 Review (Document)**

A review of the 2018-2019 action items was conducted.

**11. STANDING COMMITTEE REPORTS**

None.

**12. SPECIAL COMMITTEE REPORTS**

None.

**13. UNFINISHED BUSINESS**

None.

**14. NEW BUSINESS**

**A. Selection of Bid for Parking Lot Repair Contract (Action)**

Trustee Caudill moved:

**“TO APPROVE THE BID BY MANEVAL PAVING, THE LOWEST RESPONSIBLE BIDDER, IN THE AMOUNT OF \$659,935.”**

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

AYES (7): Blank, Caudill, Corzine, Fuller, Hurst, Stamoolis, Steker

**B. Department Presentations/Introductions – Michelle Walters, Technical Services**

Head of Technical Services, Michelle Walters, presented an overview of the work of the Library's Technical Services Department.

**C. Appointment of Two Board Members to Audit 2018/2019 Meeting**

## **Minutes**

Trustee Steker and Trustee Hurst were appointed to audit the 2018/2019 Meeting Minutes.

### **D. Resolution Dissolving Bond Fund**

Trustee Blank moved:

**“TO APPROVE RESOLUTION #19-07-01 A RESOLUTION DISSOLVING THE ELA AREA PUBLIC LIBRARY DISTRICT BOND FUND.”**

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

AYES (7): Blank, Caudill, Corzine, Fuller, Hurst, Stamoolis, Steker

### **E. Discussion of Per Capita Grant Requirements for FY 19/20 (Documents)**

- Staff discussed Chapter 3, “Personnel,” of the “Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014.”
- Trustees reviewed 11-Appendices of the “TRUSTEE FACTS FILE THIRD EDITION”

### **F. Discussion of 19-20 Action Plan**

Executive Director Womack provided a review of the 2019-2020 Action Plan. Trustees discussed adding the creation of a dashboard to the Action Plan.

Trustee Caudill moved:

**“TO APPROVE THE 2019-2020 ACTION PLAN WITH THE RECOMMENDED MINOR ADDITIONS”**

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

### **G. Printing Policy**

Trustee Stamoolis moved:

**“TO APPROVE THE PRINTING AND FAXING POLICY AS REVIEWED AND REVISED ON 7/19.”**

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

AYES (7): Blank, Caudill, Corzine, Fuller, Hurst, Stamoolis, Steker

### **H. Discussion of Executive Director Review process**

President Corzine will attend the Department Head Meeting on September 11, 2019 to review the EDR process with Library managers. The EDR Committee will meet on October 8, 2019 to discuss compiled results. The EDR Committee report will be discussed in Executive Session on October 15, 2019.

### **I. Approval of Trustee Expense Reports**

None.

**J. Building and Grounds Critical Issues**

None.

**15. 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)**

At 8:46 p.m. Trustee Blank moved:

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

Trustee Caudill seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Fuller, Hurst, Stamoolis, Steker

Also present: Executive Director Womack, Megan Creel, HR Generalist

At 9:30 p.m. President Corzine called the Regular Meeting back to order noting the presence of the following Board and Staff members:

Blank, Caudill, Corzine, Fuller, Hurst, Stamoolis, Steker,

Executive Director Womack, M. Creel

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

None.

**16. ADJOURNMENT**

At 9:30 p.m. Vice President Fuller moved:

**“TO ADJOURN”.**

Trustee Blank seconded the motion and it carried on a unanimous voice vote of all Trustees present.

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Crystal Steker, Secretary

Approved at the next Regular Meeting of September 17, 2019

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Eric Corzine, President

