

**ELA AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Meeting
July 18, 2017**

1. REGULAR MEETING - CALL TO ORDER

At 6:02 p.m. President Blank called the Regular Meeting to order.

2. A. ROLL CALL

Trustees physically present: Blank, Caudill, Corzine, Fuller, Stamoolis
Staff present: Executive Director Womack, Assistant Director Christianson,
N. Ziarnik, M. Keegan, S. Hyson, M. Creel, S. Haase
Guest present: Nancy Burke, President of the Garden Club of Lake Zurich,
S. Malohn, J. Stanonik, S. Harrod

B. NOMINATION OF APPOINTEES TO FILL VACANT SEATS ON THE BOARD

The Trustee Vacancy Committee meeting recommends that the Board vote to approve Susan Malohn and Jeanette Stanonik to fill the vacant seats on the Board.
AYES: Blank, Caudill, Corzine, Fuller, Stamoolis

C. OATH OF OFFICE FOR APPOINTED TRUSTEES

Melissa Keegan administered the Oath of Office to newly elected Trustees:
Susan Malohn and Jeanette Stanonik.

D. ROLL CALL

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

3. PUBLIC COMMENT

None.

4. ADJUSTMENTS TO THE AGENDA

To move **14. A. Discussion of and Presentation by Garden Club** to after
4. ADJUSTMENTS TO THE AGENDA.

14. A. Discussion of and Presentation by Garden Club

Nancy Burke, President of the Garden Club of Lake Zurich spoke with Board members about the Garden Club's programs and activities. The Board thanked Nancy and the Garden Club for their many years of volunteering to care for the gardens in the Library's parking lot.

5. CONSENT AGENDA

A. Approval of the Minutes of the Regular Meeting of June 20, 2017

B. Approval of the Closed Session Minutes of the June 20, 2017 Meeting

**C. Approval of the Minutes of the Trustee Vacancy Committee Meeting of
June 26, 2017**

- D. Approval of the Closed Session Minutes of the Trustee Vacancy Committee Meeting of June 26, 2017**
- E. Approval of the Minutes of the Trustee Vacancy Committee Meeting of July, 6, 2017**
- F. Approval of the Closed Session Minutes of the Trustee Vacancy Committee Meeting of July 6, 2017**
Moved to **15. C. EXECUTIVE SESSION FOR THE DISCUSSION OF EXECUTIVE SESSION MINUTES AS ALLOWED BY 5ILCS 120/2(c)(21)**

Trustee Stamoolis moved:

“TO APPROVE ITEMS A. THROUGH D. OF THE CONSENT AGENDA AS PRESENTED.”

Trustee Caudill 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 ITEM 5. E. OF THE CONSENT AGENDA WITH A CORRECTION OF THE ROLL CALL.”

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

7. TRUSTEE REPORTS/COMMENTS

Trustee Caudill said that many of the Trustees attending the ALA program “Nuts and Bolts for Trustees” were from outside the Chicago area.

President Blank passed out the proposed Committee Assignments to the Trustees and requested that Trustees advise of areas where they have an interest in serving.

Trustee Stamoolis was happy that the Garden Club President was able to come to the Board meeting.

8. TREASURER’S REPORT

A. May 2017

Trustee Fuller moved:

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

Trustee Caudill 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. May 2017

- Executive Director Womack welcomed the new Trustees.
- Information on the Open Meetings Act training will be sent to the new Trustees.
- Discussed possible Ela Library email addresses for the Trustees.
- End of the Fiscal Year audit went well.
- Somerset Apartments called for information on impact fees.
- The Library received a very nice card from the Sister City visitors.

- The Children’s department renovation is developing on schedule.
- A revised draft of the employment handbook was received from our attorneys. Staff will review and then schedule a meeting with the Personnel Committee.
- The preparation of the strategic plan is proceeding well. It will be presented at the September Board meeting.
- A Resolution recognizing Jim Dewey’s service on the Board will be prepared for the September meeting.

11. STANDING COMMITTEE REPORTS

None.

12. SPECIAL COMMITTEE REPORTS

None.

13. UNFINISHED BUSINESS

None.

14. NEW BUSINESS

B. Appointment of Two Board Members to Audit 2016-2017 Meeting Minutes

Trustee Corzine moved:

“TO APPROVE THE APPOINTMENT OF TRUSTEE MALOHN AND TRUSTEE STANONIK TO PERFORM THE AUDIT OF THE 2016-2017 MEETING MINUTES.”

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

C. Per Capita Grant Requirements for FY 17/18

The Library Board reviewed the Per Capita Grant requirements, including Chapter 12 from the Illinois Public Library Standards entitled “Safety”.

D. Review of 2016-2017 Action Plan

The 2016-2017 Action Plan was reviewed.

E. Sponsorship/Partnership Policy

Trustee Caudill moved:

“TO APPROVE THE SPONSORSHIP/PARTNERSHIP POLICY WITH A REVIEWED DATE OF 07/17.”

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

F. Displays and Exhibits Policy

Trustee Caudill moved:

“TO APPROVE TO RENAME THE DISPLAY AND EXHIBITS POLICY TO THE DISPLAY, EXHIBITS AND CHARITABLE COLLECTIONS POLICY WITH A REVIEWED AND REVISED DATE OF 07/17”

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

G. Fund Balance Policy

Trustee Caudill moved:

“TO APPROVE THE FUND BALANCE POLICY WITH A REVIEWED DATE OF 07/17.”

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

H. October 13, 2017 Staff Training Day

Trustee Stamoolis moved:

“TO APPROVE CLOSING THE LIBRARY ON OCTOBER 13, 2017 FOR STAFF TRAINING DAY.”

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

I. Disaster Plan Update

The revised Disaster Plan update was reviewed.

J. Approval of Trustee Expense Reports

None

K. Building and Grounds Critical Issues

None.

L. Discussion of Behavior Policy Violations

Trustee Stamoolis moved:

“TO APPROVE A PERMANENT BAN OF NO TRESPASSING FOR THE PATRON WHO HAS A CURRENT NO TRESPASSING BAN PENDING, WITH A REVIEW OF PUBLICLY ACCESSIBLE DOCUMENTS IN A YEAR.”

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

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)

None.

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

5. F. Approval of the Closed Session Minutes of the Trustee Vacancy Committee Meeting of July 6, 2017

At 9:03 p.m. Trustee Fuller moved:

“TO APPROVE TO MOVE INTO EXECUTIVE SESSION FOR THE DISCUSSION OF PERSONNEL MATTERS 5ILCS 120/2 (c)(1).”

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

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

At 9:09 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

Staff Present: Executive Director Womack, S. Haase

Trustee Malohn moved:

“TO APPROVE THE CLOSED SESSION MINUTES OF THE TRUSTEE VACANCY COMMITTEE MEETING OF JULY 6, 2017.”

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

16. ADJOURNMENT

At 9:10 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 September 19, 2017

Cindy Blank, President