

**ELA AREA PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Regular Meeting  
September 17, 2013**

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

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

**2. ROLL CALL**

Trustees physically present: Blank, Burger, Caudill, Jackson, Stamoolis

Trustees absent: Hafez, Hall

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

**3. ADJUSTMENTS TO THE AGENDA**

**A. Item 7. C. Approval of the Closed Session Minutes – Meeting of the Sub-Committee of the Personnel Committee 6/20/13, 7. D. Approval of the Executive Session Minutes 7/16/13 and 7. H. Approval of the Closed Session Minutes – Executive Director Review Sub-Committee of the Personnel Committee 8/24/13 have been moved to end of 15. EXECUTIVE SESSION.**

**4. PUBLIC COMMENT**

No public present.

**5. PRESIDENT'S REPORT**

No report.

**6. VICE PRESIDENT'S REPORT**

No report.

**7. SECRETARY'S REPORT**

**A. Approval of the Minutes of the Regular Meeting 7/16/13**

Minutes were approved as modified.

Trustee Hafez arrived at 6:10 p.m.

**B. Approval of the Minutes – Meeting of the Sub-Committee of the Personnel Committee 6/20/13**

Minutes were approved.

**E. Approval of the Closed Session Minutes – Executive Director Review Sub-Committee of the Personnel Committee 8/19/13**

Approval of Minutes has been moved to the October meeting.

**F. Approval of the Closed Session Minutes – Executive Director Review Sub-Committee of the Personnel Committee 8/19/13**

Approval of Minutes has been moved to the October meeting.

**G. Approval of the Minutes – Executive Director Review Sub-Committee of the Personnel Committee 8/24/13**

Minutes were approved.

**8. TREASURER’S REPORT**

**A. July 2013**

Vice President Burger moved:

**“TO APPROVE THE JULY 2013 EXPENDITURES AS AUTHORIZED WITH THE BALANCE OF THE REPORT TO BE FILED FOR AUDIT.”**

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

AYES: 6 Blank, Burger, Caudill, Hafez, Jackson, Stamoolis

ABSENT: 1 Hall

**B. August 2013**

Trustee Blank moved:

**“TO APPROVE THE AUGUST 2013 EXPENDITURES AS AUTHORIZED WITH THE BALANCE OF THE REPORT TO BE FILED FOR AUDIT.”**

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

AYES: 6 Blank, Burger, Caudill, Hafez, Jackson, Stamoolis

ABSENT: 1 Hall

**9. CORRESPONDENCE AND COMMUNICATIONS**

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

**A. IPLAR REPORT**

The IPLAR report was reviewed.

**B. 2012-2013 Annual Report**

The 2012-2013 Annual Report was reviewed.

**10. EXECUTIVE DIRECTOR’S REPORT**

**A. July/August 2013**

- Erica Christianson is the new Assistant Director.
- Leah White will be joining the Library in October as the new Head of Popular Materials.
- Worked on Budget and Appropriations ordinance in August.
- The fiber optic cable and website projects were completed in late June and early July.
- The IPLAR and Per Capita Grant projects are done.
- Worked on proposed Action Plan.
- Working with Attorney and waiting for clarification on posting signage for the Concealed Carry Law.

- An individual would like to donate a fossil collection to the Library. Executive Director Womack and Natalie Ziarnik, Head of Children's department will look further into it.
- A Life Story Recording project was coordinated by the Outreach department for the seniors at Zurich Meadows.
- The Illinois Library Association's annual conference will be held October 15-17 at Navy Pier. Trustee Day at the conference is Wednesday, October 16<sup>th</sup>.

**11. STANDING COMMITTEE REPORTS**

No Reports.

**12. SPECIAL COMMITTEE REPORTS**

No Reports.

**13. UNFINISHED BUSINESS**

None.

**14. NEW BUSINESS**

**A. Special Reserve Fund Ordinance**

Vice President Burger moved:

**“TO APPROVE ORDINANCE NO. 13-09-1 ORDINANCE AUTHORIZING TRANSFER OF FUNDS TO SPECIAL RESERVE FUND.”**

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

AYES: 6 Blank, Burger, Caudill, Hafez, Jackson, Stamoolis

ABSENT: 1 Hall

**B. Budget and Appropriation Ordinance**

Trustee Jackson moved:

**“TO APPROVE ORDINANCE NO. 13-09-2 COMBINED ANNUAL BUDGET AND APPROPRIATION ORDINANCE FOR LIBRARY PURPOSES FOR THE FISCAL YEAR 2013-2014.”**

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

AYES: 6 Blank, Burger, Caudill, Hafez, Jackson, Stamoolis

ABSENT: 1 Hall

**C. 2013-2014 Action Plan**

Vice President Burger moved:

**“TO APPROVE THE 2013-2014 ACTION PLAN.”**

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

The motion was unanimously agreed upon by all Trustees present.

**D. Per Capita Grant Application**

The Per Capita Grant was reviewed and discussed.

**E. Appointment Process and Timetable for a Vacated Seat on the Board**

Vicki Burger will be resigning her position from the Board after the September meeting.

Executive Director Womack has put together a timeline for the process of filling the vacancy. The application process will begin in October and the position will be filled by January.

**F. Resolution Honoring Assistant Director Brenda Duff**

Trustee Blank moved:

**“TO APPROVE THE RESOLUTION HONORING ASSISTANT DIRECTOR BRENDA DUFF.”**

The motion was unanimously agreed upon by all Trustees present.

**G. Discussion of Executive Director Goals for 2013**

Executive Director discussed his goals for 2013. An update will be given at the October meeting.

**H. Discussion of changing October meeting date to the 22<sup>nd</sup>**

Trustee Blank moved:

**“TO APPROVE CHANGING THE DATE OF THE OCTOBER MEETING TO THE 22ND.”**

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

The motion was unanimously agreed upon by all Trustees present.

**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.

**7. C. Approval of the Closed Session Minutes – Meeting of the Sub-Committee of the Personnel Committee 6/20/13**

Minutes were approved by unanimous consent of the Board.

**D. Approval of the Executive Session Minutes 7/16/13**

Minutes were approved by unanimous consent of the Board.

**H. Approval of the Closed Session Minutes – Executive Director Review Sub-Committee of the Personnel Committee 8/24/13**

Minutes were approved as amended by unanimous consent of the Board.

**16. ADJOURNMENT**

At 7:54 p.m. the meeting was adjourned with unanimous consent of the Board members present.

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**Cindy Blank, Secretary**

**Approved at the next Regular Meeting of October 22, 2013**

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**Kathy Caudill, President**