

**ELA AREA PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Regular Meeting  
September 18, 2018**

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

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

**2. ROLL CALL**

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

Trustees absent: Caudill

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

Guest present: Paul Inserra of McClure, Inserra, S. Harrod

**3. PUBLIC COMMENT**

None.

**4. ADJUSTMENTS TO THE AGENDA**

To move and **14. A. 2017-2018 Financial Audit – Presented by Paul Inserra of McClure, Inserra** to after **4. ADJUSTMENTS TO THE AGENDA.**

**14. A. 2017-18 Financial Audit – Presented by Paul Inserra of McClure, Inserra**

Paul Inserra of McClure, Inserra & Company, Chtd. presented the 2017-2018 Audited Financial Statement to the Board.

Trustee Fuller moved:

**“TO APPROVE THE 2017-2018 FINANCIAL AUDIT.”**

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

AYES (6): Blank, Corzine, Fuller, Malohn, Stamoolis, Stanonik

ABSENT (1): Caudill

**5. CONSENT AGENDA**

**A. Approval of the Minutes of the Regular Meeting July 17, 2018**

Trustee Stamoolis moved:

**“TO APPROVE THE MINUTES OF THE REGULAR MEETING JULY 19, 2018 OF THE CONSENT AGENDA AS PRESENTED.”**

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

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

None.

**7. TRUSTEE REPORTS/COMMENTS**

Trustee Stamoolis coordinated a tour of the Library for Senator Dan McConchie.

Vice President Corzine attended Senator Dan McConchie’s Coffee and Conversation.

Trustee Stanonik went with the Outreach Department to Queen of Peace. She is very impressed with Outreach Manager Christy Wagner’s team and how they know these ladies so well when it comes to bringing books and materials that they are interested in.

President Blank mentioned to Executive Director Womack that the policies on the Board’s website need to be updated. She mentioned to the Board about the Bylaws being up for review. Vice President Corzine will set a meeting date for reviewing the Bylaws.

Vice President Corzine and Trustee Stanonik attended the “Carte Blanche – the Beatles’ White Album” program held at the Library on August 8<sup>th</sup>.

**8. TREASURER’S REPORT**

**A. July 2018**

**B. August 2018**

Trustee Fuller moved:

**“TO APPROVE THE JULY AND AUGUST 2018 EXPENDITURES AS AUTHORIZED WITH THE BALANCE OF THE REPORTS TO BE FILED FOR AUDIT.”**

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

AYES (6): Blank, Corzine, Fuller, Malohn, Stamoolis, Stanonik

ABSENT (1): Caudill

**9. CORRESPONDENCE AND COMMUNICATIONS**

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

The Trustees received a copy of the 2017-2018 Annual Report. This document offers a summary of what happened at the Library throughout the fiscal year.

**10. EXECUTIVE DIRECTOR’S REPORT**

- Executive Director Womack highlighted some of the bigger projects in his Annual Report. Three specific ones were the Children’s Department renovation, the Strategic Plan and the migration to Polaris.
- Executive Director Womack has conducted a couple of meetings with department heads to discuss space planning.
- The Library’s bond debt will be completely paid off in December 2018.
- The lights in the parking lot have been changed to LED.
- New lighting was installed on the second floor.
- The annual report to the State was submitted.
- Bids for engineers will begin in late October/beginning of November for the spring redo of the Library parking lot.
- September 18, 2018 is the first date to circulate petitions for the four Board seat openings in 2019. There are three four year and one two year seats open.

**11. STANDING COMMITTEE REPORTS**

None.

**12. SPECIAL COMMITTEE REPORTS**

None.

**13. UNFINISHED BUSINESS**

None.

**14. NEW BUSINESS**

**B. Approval of 2017-2018 Amended Budget & Appropriations Ordinance**

Trustee Stamoolis moved:

**“TO APPROVE ORDINANCE 18-09-01 AN ORDINANCE AMENDING THE APPROPRIATION ORDINANCE FOR THE FISCAL YEAR BEGINNING JULY 1, 2017 AND ENDING ON JUNE 30, 2018.”**

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

AYES (6): Blank, Corzine, Fuller, Malohn, Stamoolis, Stanonik

ABSENT (1): Caudill

**C. Approval of 2018-2019 Budget & Appropriations Ordinance**

Trustee Stamoolis moved:

**“TO APPROVE ORDINANCE 18-09-02 COMBINED ANNUAL BUDGET AND APPROPRIATION ORDINANCE FOR LIBRARY PURPOSES FOR THE FISCAL YEAR 2018-2019.”**

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

AYES (6): Blank, Corzine, Fuller, Malohn, Stamoolis, Stanonik

ABSENT (1): Caudill

**D. Review of Open Meetings Act**

Executive Director Womack reviewed the Open Meetings Act with the Trustees present.

**E. Review of Ehlers Investment Portfolio and Performance**

Executive Director Womack reviewed the Ehlers Investment Portfolio and Performance with the Trustees present.

**F. Discussion of Proposal for Staff Space Planning Project**

Vice President Corzine made a motion and it was amended to read:

**“TO APPROVE THE PROPOSAL FOR PROFESSIONAL ARCHITECTURAL SERVICES FROM PRODUCT ARCHITECTURE + DESIGN DATED SEPTEMBER 10, 2018 WITH THE DESIGN PHASE NOT TO EXCEED \$10, 000 AND THE TOTAL PROJECT NOT TO EXCEED \$50,000 AND WITH THE FOLLOWING ADMENDMENT: NO WORK WILL BE DONE ON THE CONSTRUCTION DOCUMENTS, BIDDING AND CONSTRUCTION ADMINISTRATION EXPENSES PRIOR TO THE BOARD APPROVAL OF THE PLANNING/DESIGN AND BUDGET ESTIMATE.”**

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

AYES (6): Blank, Corzine, Fuller, Malohn, Stamoolis, Stanonik

ABSENT (1): Caudill

**G. Approval of Trustee Expense Reports**

None.

**H. Building and Grounds Critical Issues**

None.

**I. Review of Executive Director Review Process**

President Blank reviewed the Executive Director Review process with the Trustees present. The Executive Director Evaluation form is due back to President Blank by October 5<sup>th</sup>. The EDR Committee will meet on October 9<sup>th</sup> to review and consolidate the information and present it at the October Board meeting. President Blank will attend the Department Head's meeting on October 10<sup>th</sup>.

**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)**

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

None.

At 8:13 p.m. Vice President Corzine moved:

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

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

AYES (6): Blank, Corzine, Fuller, Malohn, Stamoolis, Stanonik

ABSENT (1): Caudill

At 9:00 p.m., the Board returned to open session. The following trustees were present: Blank, Corzine, Fuller, Malohn, Stamoolis, and Stanonik. Also present were Executive Director Womack and HR Manager, Megan Creele.

At 9:00 p.m. Trustee Stamoolis moved:

**“TO GO INTO EXECUTIVE SESSION FOR THE DISCUSSION OF PERSONNEL MATTERS AS ALLOWED BY 5 ILCS 120/2 (c)(1).”**

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

AYES (6): Blank, Corzine, Fuller, Malohn, Stamoolis, Stanonik

ABSENT (1): Caudill

At 9:25 p.m., the Board returned to open session. The following trustees were present: Blank, Corzine, Fuller, Malohn, Stamoolis, and Stanonik. Also present was Executive Director Womack.

**16. ADJOURNMENT**

At 9:25 p.m. Trustee Stamoolis moved:

**“TO ADJOURN”.**

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

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**Kathy Caudill, Secretary**

**Approved at the next Regular Meeting of October 16, 2018**

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**Cindy Blank, President**