

**ELA AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Meeting
September 19, 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, Stanonik

Trustees absent: Stamoolis

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

Guest present: Shaun Kelly of Engberg Anderson Architects

3. PUBLIC COMMENT

None.

Trustee Stamoolis arrived at 6:08 p.m.

4. ADJUSTMENTS TO THE AGENDA

To move **14. A. Presentation by Architectural Firm Engberg Anderson Regarding Planned Renovations to the Children's Program Room** and **14. B. Authorization for Engberg Anderson to Hire Pathmann Construction Management for Construction Management Services** to after **4. ADJUSTMENTS TO THE AGENDA**.

14. A. Presentation by Architectural Firm Engberg Anderson Regarding Planned Renovation to the Children's Program Room

Trustee Stamoolis moved:

"TO APPROVE THE DESIGN REPORT DATED SEPTEMBER 14, 2017 AS PRESENTED."

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

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

Trustee Stanonik moved:

"TO AUTHORIZE PREPARATION OF PUBLIC BIDS IN ACCORDANCE WITH THE DESIGN REPORT DATED SEPTEMBER 14, 2017."

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

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

B. Authorization for Engberg Anderson to Hire Pathmann Construction Management for Construction Management Services

Trustee Caudill moved:

“TO APPROVE THE ADDITIONAL SERVICES AGREEMENT FOR CONSTRUCTION PHASE SERVICES AS PART OF ARCHITECTURAL DESIGN SERVICES FOR THE ELA AREA PUBLIC LIBRARY CHILDREN’S REMODEL WITH THE FOLLOWING AMENDMENTS 1) CORRECTING PAGE NUMBERS, 2) NAMING THE ABBREVIATION OF CM/A SERVICES, AND 3) CORRECTING THE SPELLING OF STATUTES ON PAGE 5 AND 3) UPDATING THE COMPENSATION WORDING ON PAGE 20 ARTICLE 11.”

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

5. CONSENT AGENDA

A. Approval of the Minutes of the Regular Meeting July 18, 2017

B. Approval of the Minutes of the Personnel Committee Meeting August 29, 2017

C. Approval of the Minutes of the Executive Session Meeting on July 18, 2017

D. Approval of New Committee Assignments

E. Approval of Appointment of Vice President

Trustee Stamoolis moved:

“TO APPROVE CONSENT AGENDA 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 THE PRESIDENT’S RECOMMENDATION FOR ERIC CORZINE AS VICE PRESIDENT.”

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

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

7. TRUSTEE REPORTS/COMMENTS

The Illinois Library Association’s Annual Conference will be held October 10-12 in Tinley Park. Nancy Sylvester will offer a Trustee Day keynote address at the conference on October 12th entitled: I’m a Library Trustee, and my role is ...? as well as an additional presentation entitled Who’s Afraid of Robert’s Rules?

The Presidents’ Day Library Legislative Breakfast will be held on February 20, 2017 in Buffalo Grove.

The ILA Trustee Forum Workshop will be held on February 17, 2018 in Oak Brook with presentations by the ALA Advocacy office and Office of Intellectual Freedom, as well as the ILA legislative lobbyist and an attorney who represents libraries.

The Trustees complimented staff on how wonderful the Library staff handled the events on the date of the eclipse.

President Blank received a call from former Illinois State Representative Ed Sullivan about an educational referendum that is planned to be on the election ballot in the spring but would not give detail as to what the referendum was about. Executive Director Womack, President Blank and Trustee Caudill will be attending a meeting offering a preview of information about the proposed referendum.

8. TREASURER'S REPORT

A. July 2017

B. August 2017

Trustee Fuller moved:

“TO APPROVE THE JULY 2017 AND AUGUST 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

A. 2016-2017 Annual Report

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

The Trustees received a copy of the 2016-2017 Annual Report. This document offers a summary of what happened at the Library throughout the fiscal year.

10. EXECUTIVE DIRECTOR'S REPORT

- A discussion and vote on adopting a Resolution in honor of Trustee James Dewey has been moved to the October meeting.
- The presentation on the Financial Audit by Paul Inserra of McClure Inserra has been moved to the October meeting.
- Discussion regarding the ongoing consideration of reviewing the library's legal representation will be on the agenda for the November board meeting.
- The Library's attorneys are still reviewing the Personnel Committee's recommended changes to the proposed Employee Handbook.
- Executive Director Womack walked through the Budget & Appropriations Ordinances with the Trustees.
- Executive Director Womack participated in a panel discussion with representatives of two other libraries on the topic of "no fines" at the library.
- The AV system is outdated, and will be replaced in the Board room and two meeting rooms.
- The Library's parking lots will be seal-coated on September 26-27.

- Each department in the Library is working on a video tour of departments to introduce Trustees to the work of each department. Optional department tours will also be made available to trustees.

11. STANDING COMMITTEE REPORTS

Trustee Stamoolis, Chair of the Personnel Committee, provided a brief report about the review of the proposed Employee Handbook which took place at the August 29, 2017 meeting of the Personnel Committee.

12. SPECIAL COMMITTEE REPORTS

None.

13. UNFINISHED BUSINESS

None.

14. NEW BUSINESS

C. Approval of 2016-2017 Amended Budget & Appropriations Ordinance

Trustee Caudill moved:

“TO APPROVE ORDINANCE NO. 17-09-01 AN ORDINANCE AMENDING THE APPROPRIATION ORDINANCE FOR THE FISCAL YEAR BEGINNING JULY 1, 2016 AND ENDING ON JUNE 30, 2017.”

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

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

D. Approval of 2017-2018 Budget & Appropriations Ordinance

Trustee Caudill moved:

“TO APPROVE ORDINANCE NO. 17-09-02 COMBINED ANNUAL BUDGET AND APPROPRIATION ORDINANCE FOR LIBRARY PURPOSES FOR THE FISCAL YEAR 2017/2018.”

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

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

A break was taken at 8:09 p.m.

The meeting resumed at 8:14 p.m. with all those previously present returning to the meeting.

E. Discussion of Proposed Strategic Plan

Executive Director Womack discussed both the Proposed Strategic Plan and the Proposed 2017-2018 Action Plan.

The Board members discussed the proposed plans, and the discussion will continue at a special meeting of the Board set for 6 p.m. on Thursday, October 19, 2017.

F. Discussion of Proposed 2017-2018 Action Plan

The 2017-2018 Action Plan was reviewed. The Board members discussed the proposed plans, and the discussion will continue at a special meeting of the Board set for 6 p.m. on Thursday, October 19, 2017.

G. Approval of Trustee Expense Reports

None.

H. Building and Grounds Critical Issues: Approval of Contracts for Snow Removal and Landscaping Services

All contracts came back under the authorized spending limit of \$15,000, the Library will proceed with the contract without formal Board approval.

Trustee Malohn left the meeting prior to the Executive Session 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)

At 9:32 p.m. Trustee Stamoolis moved:

“TO APPROVE TO MOVE INTO A. EXECUTIVE SESSION FOR THE DISCUSSION OF PERSONNEL MATTERS 5 ILCS 120/2 (c)(1) AND B. EXECUTIVE SESSION FOR THE DISCUSSION OF PENDING, PROBABLE, OR IMMINENT LITIGATION AS ALLOWED BY 5 ILCS 120/2(c)(11).”

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

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

Absent: (1) Malohn

At 9:55 p.m., President Blank called the Regular Meeting back to order noting the presence of the following:

Trustees Present (6): Blank, Caudill, Corzine, Fuller, Stamoolis, Stanonik

Trustees Absent: (1) Malohn

Staff Present: Executive Director Womack, M. Creel

16. ADJOURNMENT

At 9:56 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 October 17, 2017

Cindy Blank, President