

**ELA AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Meeting
November 20, 2018**

1. REGULAR MEETING - CALL TO ORDER

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

2. ROLL CALL

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

Trustees absent: Blank, Stamoolis

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

Guest present: S. Harrod

President Blank arrived after the roll call was taken.

3. PUBLIC COMMENT

Executive Director Womack answered Mr. Harrod's question about the dates on the Levy.

4. ADJUSTMENTS TO THE AGENDA

None.

5. CONSENT AGENDA

A. Approval of the Minutes of the Regular Meeting October 16, 2018

**C. Approval of the Executive Director Review Subcommittee Meeting
February 20, 2018**

**D. Approval of the Closed Session Executive Director Review Subcommittee
Meeting February 20, 2018**

**E. Approval of the Executive Director Review Subcommittee Meeting
November 19, 2018**

**F. Approval of the Closed Session Executive Director Review Subcommittee
Meeting November 19, 2018**

President Blank moved:

**"TO APPROVE THE MINUTES OF A., C., D., E., AND F. OF THE CONSENT
AGENDA AS PRESENTED."**

Trustee Caudill seconded the motion and it carried on a majority voice vote
of Trustees present.

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

ABSENT (1): Stamoolis

6. APPROVAL OF ITEMS MOVED FROM THE CONSENT AGENDA

B. Approval of the Closed Session Meeting Minutes October 16, 2018

Vice President Corzine moved:

“TO APPROVE THE CLOSED SESSION MEETING MINUTES OF OCTOBER 16, 2018 AS AMENDED.”

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

President Blank began to chair the meeting at this time.

7. TRUSTEE REPORTS/COMMENTS

Trustee Stanonik reported on her attendance at a variety of Library programs.

All Trustees were present at the Library’s Volunteer Luncheon. Vice President Corzine commented on this outstanding event.

Upcoming Trustee Events were shared:

Evening of Excellence Awards Banquet, January 31, 2019 (5:30 p.m. at the Onion Pub in Barrington)

President’s Day Library Legislative Breakfast on February 18, 2019

Trustee Forum Workshop, March 16, 2019

8. TREASURER’S REPORT

A. October 2018

Trustee Caudill moved:

“TO APPROVE THE OCTOBER 2018 EXPENDITURES AS AUTHORIZED WITH THE BALANCE OF THE REPORTS TO BE FILED FOR AUDIT.”

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

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

ABSENT (1): Stamoolis

Executive Director Womack reported on reinvestments.

9. CORRESPONDENCE AND COMMUNICATIONS

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

10. EXECUTIVE DIRECTOR’S REPORT

- The Library staff visited the Burpee Museum of Natural History in Rockford for staff institute day.
- The Library has hired their first Spanish speaking Information Desk and Passport Assistant. Candidates and options are being reviewed for the 2nd planned position.
- Communico (scheduling software) is going to be up and running soon.

- Footnotes will be coming out soon and will feature an article describing the Library’s final bond payment.
- To promote the final bond payment, the Library will have a Love your ‘debt free’ event at the end of January.

11. STANDING COMMITTEE REPORTS

None.

12. SPECIAL COMMITTEE REPORTS

None.

13. UNFINISHED BUSINESS

None.

14. NEW BUSINESS

A. Approve Ordinance No. 18-11-01 Ordinance Levying Taxes for Library Purposes for the Fiscal Year 2019/2020 for the Ela Area Public Library District, Lake County, Illinois

Trustee Caudill moved:

“TO APPROVE ORDINANCE NO. 18-11-01 AN ORDINANCE LEVYING TAXES FOR LIBRARY PURPOSES FOR THE FISCAL YEAR 2019/2020 FOR THE ELA AREA PUBLIC LIBRARY DISTRICT, LAKE COUNTY, ILLINOIS.”

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

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

ABSENT (1): Stamoolis

B. Review of Training Requirements for Per Capita Grant

Executive Director Womack and Assistant Director Christianson discussed training program options for the Per Capita Grant requirements. The Trustees will need to finish training requirements by the end of December.

C. Outdoor Digital Sign Policy

Trustee Caudill moved:

“TO APPROVE THE OUTDOOR DIGITAL SIGN POLICY WITH A REVIEWED DATE OF NOVEMBER 2018.”

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

D. Circulation Policy

Trustee Caudill moved:

“TO APPROVE THE CIRCULATION POLICY WITH A REVIEWED AND REVISED DATE OF NOVEMBER 2018.”

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

E. Gift Policy

Trustee Caudill moved:

“TO APPROVE THE GIFT POLICY WITH A REVIEWED AND REVISED DATE OF NOVEMBER 2018 WITH THE RECOMMENDATIONS BY THE LIBRARY’S ATTORNEY.”

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

F. Approval of Trustee Expense Reports

None.

G. Building and Grounds Critical Issues

None.

C. Semi-Annual Review of Executive Session Minutes

To be discussed in Executive Session.

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 7:40 p.m., Trustee Caudill moved:

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

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

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

ABSENT (1): Stamoolis

At 7:53 p.m., the Board returned to open session. The following Trustees were present: Blank, Corzine, Caudill, Fuller, Malohn, and Stanonik.

Also present was Executive Director M. Womack.

Trustee Fuller moved:

“THAT ALL EXECUTIVE SESSION MINUTES REMAIN CLOSED.”

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

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

ABSENT (1): Stamoolis

Trustee Caudill moved:

“THAT, WITH THE APPROVED MINUTES PROPERLY MEMORIALIZED AND PREVIOUSLY APPROVED BY THE BOARD, WE DELETE THE VERBATIM RECORDINGS OF THE FOLLOWING CLOSED MEETINGS: MARCH 14, 2017 – CLOSED SESSION FOR THE EXECUTIVE DIRECTOR REVIEW SUBCOMMITTEE OF THE PERSONNEL COMMITTEE (5 ILCS 120/2(c)(1);

MARCH 21, 2017 – EXECUTIVE SESSION FOR DISCUSSION OF PENDING, PROBABLE, OR PENDING LITIGATION (5 ILCS 120/2(c)(11);

MARCH 21, 2017 – EXECUTIVE SESSION FOR DISCUSSION OF PERSONNEL MATTERS (5 ILCS 120/2(c)(1);

APRIL 4, 2017 – CLOSED SESSION FOR THE EXECUTIVE DIRECTOR REVIEW COMMITTEE OF THE PERSONNEL COMMITTEE (5 ILCS 120/2(c)(1); AND

APRIL 18, 2017 – CLOSED SESSION FOR THE REVIEW OF EXECUTIVE SESSION MINUTES (5 ILCS 120(c)(21)).”

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

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

ABSENT (1): Stamoolis

16. ADJOURNMENT

At 7:56 p.m. Trustee Fuller moved:

“TO ADJOURN”.

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

Kathy Caudill, Secretary

Approved at the next Regular Meeting of January 15, 2019

Cindy Blank, President