

**ELA AREA PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Meeting
May 19, 2015**

1. REGULAR MEETING - CALL TO ORDER

At 6:07 p.m. President Caudill called the Regular Meeting to order.

2. INSTALLATION OF NEW TRUSTEES (OATH OF OFFICE)

Melissa Keegan administered the Oath of Office to newly elected Trustee: Christina Stoval and re-elected Trustees: Cindy Blank, Kathy Caudill and Dennis Rossow.

3. ROLL CALL

Trustees physically present: Blank, Caudill, Rossow, Stoval

Trustees absent: Hafez, Hall, Stamoolis

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

Guests present: S. Harrod

4. REPORT OF NOMINATING COMMITTEE

Trustee Caudill and Trustee Blank presented the Nominating Committee's proposed slate of officers.

5. ELECTION OF EXECUTIVE OFFICERS

The Nominating Committee proposed the following nominations:

CINDY BLANK, PRESIDENT

DENNIS ROSSOW, VICE PRESIDENT

KATHY CAUDILL, SECRETARY

JAMES STAMOOLIS, TREASURER

There were no further nominations from the floor.

Trustee Rossow moved:

“TO APPROVE THE SLATE AS PRESENTED BY THE NOMINATING COMMITTEE.”

Trustee Blank seconded the motion.

No further discussion occurred, and the entire slate was voted upon and approved by all Trustees present.

AYES: (4) Blank, Caudill, Rossow, Stoval

ABSENT: (3) Hafez, Hall, Stamoolis

Trustee Caudill congratulated newly re-elected Trustee Cindy Blank on her new officer role as Board President, and presented her with a wooden gavel. President chaired the balance of the board meeting.

6. PUBLIC COMMENT

The Board responded to questions Mr. Harrod had asked about the nominating committee section on the Agenda.

7. ADJUSTMENTS TO THE AGENDA

To move **8. B. Approval of the Minutes of the Closed Session 4/21/15** and **8. G. Approval of the Minutes of the Executive Director Review Subcommittee Closed Session May 5, 2015** to **10. APPROVAL OF MEETING MINUTES AS REVIEWED OR CORRECTED.**

8. CONSENT AGENDA

A. Approval of the Minutes of the Regular Meeting 4/21/15

C. Approval of the Minutes of the Finance Committee 4/20/15

D. Approval of the Minutes of the Nominating Committee 5/4/2015

E. Approval of the Minutes of the Ad Hoc Board Development Committee 5/4/2015

F. Approval of the Minutes of the Executive Director Review Subcommittee 5/4/15

Vice President Rossow moved:

“TO APPROVE ALL OF THE MINUTES WITHIN THE CONSENT AGENDA WITH THE EXCEPTION OF B AND G.”

Trustee Stoval seconded the motion and the Minutes were approved by a unanimous voice vote of all Trustees present.

9. TRUSTEE REPORTS/COMMENTS

- President Blank, and Trustees Rossow and Caudill, welcomed Tina Stoval as the newly elected Trustee to the Board.
- Vice President Rossow commented that the Library’s grand re-opening on May 2nd was a wonderful event. Trustees Blank, Caudill, Hafez and Rossow joined Executive Director Womack and his staff for the celebration, as well as Trustee-Elect Stoval and former Trustee John Shaw.

10. APPROVAL OF MINUTES OF LAST MEETING AS REVIEWED OR CORRECTED

8. B. Approval of the Minutes of the Closed Session 4/21/2015

8. G. Approval of the Minutes of the Executive Director Review Subcommittee Closed Session 5/5/2015

Trustee Stoval moved:

“TO APPROVE THE MINUTES OF THE CLOSED SESSION 4/21/15 AND THE MINUTES OF THE EXECUTIVE DIRECTOR REVIEW SUBCOMMITTEE CLOSED SESSION.”

Vice President Rossow seconded the motion and the Minutes were approved by a unanimous voice vote of all Trustees present.

11. TREASURER'S REPORT

A. April 2015

Trustee Caudill moved:

“TO APPROVE THE APRIL 2015 EXPENDITURES AS AUTHORIZED WITH THE BALANCE OF THE REPORT TO BE FILED FOR AUDIT.”

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

AYES (4): Blank, Caudill, Rossow, Stoval

ABSENT (3): Hafez, Hall, Stamoolis

12. CORRESPONDENCE AND COMMUNICATIONS

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

13. EXECUTIVE DIRECTOR'S REPORT

A. April 2015

- Ehlers Investment Partners, our financial advisor, has raised its rates for asset management.
- Executive Director Womack had a conference call with Moody's, a bond rating agency. The Library bonds will be paid off in 2018. The Library's bond rating remains AA.
- Every year we are audited by the state department regarding the passports. We received another positive review.
- Executive Director Womack received an email about the use of the teen's space. An adult user expressed a level of dissatisfaction with having the staff ask adults who are unaccompanied to leave the teen area. The Board discussed the Library's behavior policy and raised questions regarding this letter and various areas of the Library.
- Executive Director Womack and Patti Paige, Head of Circulation, spoke of the proposal to eliminate fines beginning in September.

14. STANDING COMMITTEE REPORTS

No reports filed, though information from the Finance Committee meeting was discussed during the budget discussion in 17. B.

15. SPECIAL COMMITTEE REPORTS

The Ad Hoc Committee for Board Self-evaluation met on May 4th.

Vice President Rossow outlined a timeline for a self-evaluation while the committee recommended to the board for approval. Preparing a list of requirements for an informational dashboard, and the scheduling of parliamentary procedures training, were also discussed.

The Ad Hoc Committee recommended to the Board that:

- 1) A suggested timeline for Board Self-Evaluation be followed; 2) Executive Director Womack shall contact a couple of parliamentarians to obtain costs for a two hour session on a weekday evening; and 3) that the board establish a process for defining the metrics for the statistics dashboard, review chapters 1 and 2 of the dashboard materials, and provide feedback at the June board meeting.

16. UNFINISHED BUSINESS

None.

17. NEW BUSINESS

A. Ordinance to Set Schedule of Regular Board Meetings for Fiscal Year 2015/2016

Trustee Caudill moved:

“TO APPROVE ORDINANCE NO. 15-05-01 ORDINANCE SETTING SCHEDULE OF REGULAR MEETINGS OF THE ELA AREA PUBLIC LIBRARY DISTRICT, LAKE COUNTY, ILLINOIS.”

Trustee Stoval seconded the motion and Ordinance 15-05-01 were approved by a unanimous voice vote from all Trustees present.

B. Fiscal Year 2015/2016 Working Budget Proposal

The proposed working budget for FY 2015/2016 was presented at the meeting. The final working budget will be presented for the board’s approval at the June meeting.

C. Transfer to Site and Building Fund

Vice President Rossow moved:

“TO APPROVE TO TRANSFER \$50,000 OUT OF THE GENERAL FUND INTO THE SITE AND BUILDING FUND.”

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

AYES (4): Blank, Caudill, Rossow, Stoval

ABSENT (3): Hafez, Hall, Stamoolis

D. Renovation Update and Payment Authorization

The construction project has been 95% paid. The millwork is the only work that has yet to be completed.

Executive Director Womack reviewed the 2014-2015 renovation expenditure report with the Trustees.

The Finance Committee recommended to the Board that the total renovation expenses for the 2014-2015 fiscal year be paid from the general fund.

Coming from a committee, a motion and second were not required. The Committee’s recommendation was approved by a unanimous roll call vote.

AYES (4): Blank, Caudill, Rossow, Stoval

ABSENT (3): Hafez, Hall, Stamoolis

E. Staff Training Day – Friday, October 16th

Trustee Caudill moved:

“TO APPROVE THE LIBRARY CLOSURE ON FRIDAY, OCTOBER 16TH FOR STAFF TRAINING DAY.”

Trustee Stoval seconded the motion and the motion was approved by a unanimous voice vote of all Trustees present.

18. 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 5ILCS 120/2(c)(21)**
None.
19. **ADJOURNMENT**
At 8:46 p.m. Vice President Rossow moved:
“TO ADJOURN”.
Trustee Stoval seconded the motion and it carried on a unanimous voice vote.

Kathy Caudill, Secretary

Approved at the next Regular Meeting of June 16, 2015

Cindy Blank, President