

REGULAR MEETING MINUTES

September 19, 2023

6:00 p.m. 2nd Floor Conference Room

1. REGULAR MEETING – CALL TO ORDER

President Steker called the meeting to order at 6pm.

2. ROLL CALL

Trustees present: Caudill, Corzine, McCauley, Silcroft, Steker, Suykerbuyk, Timm

A quorum is present.

Staff Attendance: Executive Director L. Rosenthal, D. McGuire, E. Christianson, M.

Povilonis,

Natalie Ziarnik, Christen Wiser

Guests in Attendance: S. Harrod, C. Blank

3. ADJOURN TO BUDGET AND APPROPRIATION HEARING

Trustee Corzine moved:

“To adjourn to the Budget and Appropriation meeting.”

Trustee Caudill seconded the motion and it passed on a unanimous voice vote of all trustees present.

AYES (7): Caudill, Corzine, McCauley, Silcroft, Steker, Suykerbuyk, Timm

NAYES (0):

ABSTAIN (0):

BUDGET AND APPROPRIATION HEARING – CALL TO ORDER

President Steker called the meeting to order at 6:02pm.

ROLL CALL

Trustees present: Caudill, Corzine, McCauley, Silcroft, Steker, Suykerbuyk, Timm

A quorum is present.

The purpose of this meeting is to allow public comment with regards to the Budget and Appropriation ordinance.

In the five minute pause to allow for public comment, Mary Povilonis was recognized for her outstanding commitment to excellence in financial processing and reporting at the Ela Area Public Library.

Trustee Caudill moved:

“To return to the Regular meeting.”

Trustee Silcroft seconded the motion and it passed on a unanimous voice vote of all trustees present.

AYES (7): Caudill, Corzine, McCauley, Silcroft, Steker, Suykerbuyk, Timm
NAYES (0):
ABSTAIN (0):

RETURN TO REGULAR MEETING – CALL TO ORDER

President Steker called the meeting to order at 6:07pm.

4. ROLL CALL

Trustees present: Caudill, Corzine, McCauley, Silcroft, Steker, Suykerbuyk, Timm
A quorum is present.

5. PUBLIC COMMENT (Policy No: 1.10)

In accordance with the Illinois Open Meetings Act, the Ela Area Public Library Board of Trustees provides an opportunity for public comment at all board meetings. Please sign in by 6:00 p.m.

6. ADJUSTMENTS TO THE AGENDA

President Steker requested to move 16.A Appointment of a new Executive Director from NEW BUSINESS II to 15. UNFINISHED BUSINESS.

7. NEW BUSINESS I

A. Approval of 23-07-01 Budget and Appropriation Ordinance (Document + Action)

Trustee Caudill moved:

“To approve Ordinance 23-07-01 Budget and Appropriation in the amount of \$7,837,126 for Fiscal year 2023-2024 as presented.”

Trustee Corzine seconded the motion and it passed on a unanimous roll call vote of all trustees present.

AYES (7): Caudill, Corzine, McCauley, Silcroft, Steker, Suykerbuyk, Timm

NAYES (0):

ABSTAIN (0):

8. CONSENT AGENDA ACTION

A. Approval of the Minutes of the Regular Meeting July 18, 2023 (Document)

Trustee Caudill moved:

“To remove 8.A from the Consent Agenda as presented.”

B. Approval of the Minutes of the Committee of the Whole Meeting August 22, 2023 (Document)

Trustee Caudill moved:

“To remove 8.B moved from the Consent Agenda as presented.”

C. Approval of the Executive Session Minutes of the Committee of the Whole Meeting August 22, 2023 (Document)

Trustee McCauley moved:

“To approve the Executive Session Minutes of the Committee of the Whole Meeting August 22, 2023.”

Trustee Caudill seconded the motion and it passed on a unanimous voice vote of all trustees present.

AYES (7): Caudill, Corzine, McCauley, Silcroft, Steker, Suykerbuyk, Timm

NAYES (0):

ABSTAIN (0):

D. Approval of the Minutes of the Special Meeting September 12, 2023 (Document)

Trustee Corzine moved:

“To remove 8.D from the Consent Agenda as presented.”

E. Approval of the Executive Session Minutes of the Special Meeting September 12, 2023 (Document)

Trustee Corzine moved:

“To remove 8.E from the Consent Agenda as presented.”

9. APPROVAL OF ITEMS MOVED FROM CONSENT AGENDA

Trustee Corzine moved:

“To approve Item 8.A from the Consent Agenda as amended to shorten to the first sentence only.”

Trustee Silcroft seconded the motion and it passed on a unanimous voice vote of all trustees present.

AYES (7): Caudill, Corzine, McCauley, Silcroft, Steker, Suykerbuyk, Timm

NAYES (0):

ABSTAIN (0):

Trustee Caudill moved:

“To approve Item 8.B from the Consent Agenda as amended with additional language added ‘for the purpose of discussing the ED hiring selection process.’”

Trustee Corzine seconded the motion and it passed on a unanimous voice vote of all trustees present.

AYES (7): Caudill, Corzine, McCauley, Silcroft, Steker, Suykerbuyk, Timm

NAYES (0):

ABSTAIN (0):

Trustee Caudill moved:

“To approve Item 8.D from the Consent Agenda as amended showing the vote as 6 Aye; 1 Absent - Trustee Corzine; 0 Abstain votes and no staff present at the meeting.”

Trustee McCauley seconded the motion and it passed on voice vote with one trustee abstaining.

AYES (6): Caudill, McCauley, Silcroft, Steker, Suykerbuyk, Timm

NAYES (0):

ABSTAIN (1): Corzine

Trustee Caudill moved:

“To approve Item 8.E - Approval of the Executive Session Minutes of the Special Meeting September 12, 2023 from the Consent Agenda as amended showing Trustee Corzine absent in the vote.”

Trustee Silcroft seconded the motion and it passed on a voice vote of all trustees present.

AYES (6): Caudill, McCauley, Silcroft, Steker, Suykerbuyk, Timm

NAYES (0):

ABSTAIN (1): Corzine

10. TRUSTEE REPORTS/COMMENTS

Trustee Caudill spoke about the upcoming conference.

Trustee Silcroft commented positively about the new sidewalk put in on the east side of the library patron parking lot.

Trustee Corzine is looking forward to attending the LZACC State of the State event.

11. TREASURER’S REPORT

A. July 2023 (Document)

B. August 2023(Document)

Suggested Motion: I move to approve the July 2023 expenditures as authorized with the balance of the reports to be filed for audit.

Trustee Caudill moved:

“To approve the July 2023 expenditures as authorized with the balance of the reports to be filed for audit.”

Trustee Suykerbuyk seconded the motion and it passed on a unanimous roll call vote of all trustees present.

AYES (7): Caudill, Corzine, McCauley, Silcroft, Steker, Suykerbuyk, Timm

NAYES (0):

ABSTAIN (0):

Trustee McCauley moved:

“To approve the August 2023 expenditures as authorized with the balance of the reports to be filed for audit.”

Trustee Caudill seconded the motion and it passed on a unanimous roll call vote of all trustees present.

AYES (7): Caudill, Corzine, McCauley, Silcroft, Steker, Suykerbuyk, Timm

NAYES (0):

ABSTAIN (0):

12. CORRESPONDENCE AND COMMUNICATIONS

13. EXECUTIVE DIRECTOR’S REPORT

A. July & August 2023 Librarians’ Reports

B. Action Plan 2023-2024

C. Adding “what you saved” to self-check receipts

14. SPECIAL COMMITTEE & LIAISON REPORTS

- A. Decennial Committee (President Steker)
- B. Executive Director Review (EDR) Liaison (President Steker)
- C. Personnel Liaison (Vice-President McCauley)
- D. Finance Liaison (Treasurer Corzine)
- E. Building & Grounds Liaison (Trustee Timm)
- F. Bylaws & Policy Liaison (Trustee Suykerbuyk)
- G. RAILS Liaison (Trustee Silcroft) Trustee Silcroft stated RAILS hired a new Asst. Director, the Secretary of State awarded FY24 grant funding to RAILS.
- H. Foundation Liaison (Trustee Caudill) Trustee Caudill informed everyone of the two new members to the Foundation Board: Jennie Stanonik and Teri Latter. The library website has donation information available for anyone interested in donating.

15. UNFINISHED BUSINESS

16.A Appointment of the new Executive Director (Action)
Trustee Caudill moved:
“To make an offer to the candidate discussed in Executive Session based on the salary and benefit parameters discussed.”
Trustee Corzine seconded the motion and it passed on a unanimous roll call vote of all trustees present.

AYES (7): Caudill, Corzine, McCauley, Silcroft, Steker, Suykerbuyk, Timm
NAYES (0):
ABSTAIN (0):

16. NEW BUSINESS II

B. Resolution 23-09-01 Financial Authority (Document + Action)
Trustee Caudill moved:
“To approve Resolution 23-09-01 identifying and delegating authority to the Executive Director.”
Trustee McCauley seconded the motion as corrected and it passed on a unanimous roll call

AYES (7): Caudill, Corzine, McCauley, Silcroft, Steker, Suykerbuyk, Timm
NAYES (0):
ABSTAIN (0):

C. Resolution 23-09-02 IMRF Authorized Agent (Document + Action)
Trustee McCauley moved:
“To approve Resolution 23-09-02 designating Executive Director Erica Christianson as the Authorized Agent for IMRF.”
Trustee Timm seconded the motion and it passed on a unanimous voice vote of all trustees present.

AYES (7): Caudill, Corzine, McCauley, Silcroft, Steker, Suykerbuyk, Timm

NAYES (0):

ABSTAIN (0):

D. Indemnification and Insurance Policy 1.8 (Document + Action)

Trustee McCauley moved:

“To adopt Indemnification and Insurance Policy 1.8 as presented with an effective date of September, 2023.”

Trustee Suykerbuyk seconded the motion and it passed on a unanimous roll call vote of all trustees present.

AYES (7): Caudill, Corzine, McCauley, Silcroft, Steker, Suykerbuyk, Timm

NAYES (0):

ABSTAIN (0):

E. FOIA Policy 2.0 (Document + Action)

Trustee Silcroft moved:

“To approve FOIA Policy 2.9 with a reviewed and revised date of September, 2023.”

Trustee Suykerbuyk seconded the motion and it passed on a unanimous roll call vote of all trustees present.

AYES (7): Caudill, Corzine, McCauley, Silcroft, Steker, Suykerbuyk, Timm

NAYES (0):

ABSTAIN (0):

F. LIMRiCC IGA (Document + Action)

Trustee McCauley moved:

“To approve the intergovernmental agreement with LIMRiCC as presented.”

Trustee Suykerbuyk seconded the motion and it passed on a roll call vote of all trustees present.

AYES (7): Caudill, Corzine, McCauley, Silcroft, Steker, Suykerbuyk, Timm

NAYES (0):

ABSTAIN ():

G. Comcast Fiber agreement (Document + Action)

Trustee Silcroft moved:

“To authorize the Director to enter into a five-year agreement with Comcast Business for fiber internet service in the Library’s public areas, at a cost not to exceed \$1,300 per month.”

Trustee McCauley seconded the motion but it has been decided to table the discussion until the October 2023 meeting. Motion to table the discussion to next month and it passed on a unanimous voice vote.

AYES (7): Caudill, Corzine, McCauley, Silcroft, Steker, Suykerbuyk, Timm

NAYES (0):

ABSTAIN (0):

H. Approval of Trustee Expense Reports (Action)

Trustee McCauly moved:

“To approve \$30.00 for reimbursement for townhall event for Trustee Timm.”

Trustee Corzine seconded the motion and it passed on a voice vote of all trustees present.

AYES (6): Caudill, Corzine, McCauley, Silcroft, Steker, Suykerbuyk

NAYES (0):

ABSTAIN (1): Timm

I. Building and Grounds Critical Issues (Action)

17. ADJOURN TO EXECUTIVE SESSION

A. EXECUTIVE SESSION FOR THE DISCUSSION OF PERSONNEL MATTERS BY
i) 5 ILCS 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) None

18. ROLL CALL (If returning from Executive Session)

19. ADJOURNMENT

Adjournment at 7:48pm

Trustee Caudill moved:

“To adjourn.”

Trustee Silcroft seconded the motion and it passed on a unanimous voice call
vote of all trustees present.

AYES (7): Caudill, Corzine, McCauley, Silcroft, Steker, Suykerbuyk, Timm

NAYES (0):

ABSTAIN (0)

Alicia Timm, Secretary

Approved at the next Regular Meeting of October 17, 2023

Crystal Steker, President