

**REGULAR MEETING MINUTES**

**April 18, 2023**

**6:00 p.m. 2<sup>nd</sup> Floor Conference Room**

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

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

**2. ROLL CALL**

Trustees present: Blank, Caudill Corzine, McCauley, Silcroft, Stanonik, Steker

A quorum is present.

Staff Attendance: Executive Director L. Rosenthal, E. Christianson, M. Povilonis, G. Palas, D. McGuire, Natalie Ziarnik, Melissa Keegan, Christen Wisner

Guests Present: Alicia Timm, Tracy Suykerbuyk, Rachel Londberg (Lamp Inc.), Shannon Devinger (Barrington Bank), John Haniotes (Barrington Bank), Scott Harrod

**3. PUBLIC COMMENT**

(None)

**4. ADJUSTMENTS TO THE AGENDA**

President Steker requested three adjustments to the agenda: Move Item 10.A to a future meeting; 10.B Construction and 13.B Banking Ordinance to be discussed next.

**5. CONSENT AGENDA**

A. Approval of the Minutes of the EDR Committee Meeting February 28, 2023 (Document)

B. Approval of the Minutes of the Regular Meeting March 21, 2023 (Document)

C. Approval of the Minutes of the Committee of the Whole (Finance) March 28, 2023 (Document)

D. Approval of the Minutes of the Committee of the Whole (EDR) April 4, 2023 (Document)

E. Approval of Minutes of the Closed Session of the Committee of the Whole (EDR) April 4, 2023 (Document)

F. Approval of the Minutes of the Committee of the Whole (Personnel) April 11, 2023 (Document)

G. Approve the Secretary's report of the Closed Session Minutes review and destructions of all audio recordings made prior to October 1, 2021 (Document)

H. Approval to continue to not participate in a non-resident cardholder program (Document)

Trustee Blank removed items B, C, E, and F from the Consent Agenda.

Trustee Caudill removed item G from the Consent Agenda.

Trustee Caudill moved:

“To approve items remaining in the Consent Agenda which are A. Approval of the Minutes of the EDR Committee Meeting, February 28, 2023; D. Approval of the Minutes of the Committee of the Whole (EDR) April 4, 2023 and H. Approval to continue to not participate in a non-resident cardholder program.

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

AYES (7): Blank, Caudill, Corzine, McCauley, Silcroft, Stanonik, Steker

NAYES (0):

ABSTAIN (0):

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

Items 5E and 5G discussed in Closed Session. (If Closed Session Minutes are removed from Consent Agenda for discussion, this must take place in Closed Session).

5.B Trustee Blank moved:

“To approve the March 21, 2023 minutes as corrected.”

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

AYES (7): Blank, Caudill, Corzine, McCauley, Silcroft, Stanonik, Steker

NAYES (0):

ABSTAIN (0):

5.C Trustee McCauley moved:

“To approve the Minutes of the Committee of the Whole (Finance) March 28, 2023 as corrected.”

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

AYES (7): Blank, Caudill, Corzine, McCauley, Silcroft, Stanonik, Steker

NAYES (0):

ABSTAIN (0):

5.F Trustee McCauley moved:

“To approve the minutes from Committee of the Whole (Personnel) April 11, 2023 as corrected.”

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

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

NAYES (0):

ABSTAIN (1): Blank

## **7. TRUSTEE REPORTS/COMMENTS**

Trustee Blank received a plaque thanking her for her time and expertise over her 12 years as trustee.

Trustee Stanonik was thanked for coming back to fill a vacated trustee seat. Trustee Stanonik had been a previous trustee.

Trustee Stanonik commented on the wonderful Girl Scout collection held in the Forge. The craft was open to the public to drop off books and make bookmarks for CASA.

Trustee Caudill mentioned the upcoming ILA Conference set for October 24-26, 2023 in Springfield, IL. Oct 26 will be trustee day.

Trustee McCauley commented on the incredible designs of Peep-a-Palooza. There were 50 submissions.

## **8. TREASURER'S REPORT**

### **A. March 2023 (Document)**

Trustee Caudill moved:

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

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

AYES (7): Blank, Caudill, Corzine, McCauley, Silcroft, Stanonik, Steker

NAYES (0):

ABSTAIN (0):

## **9. CORRESPONDENCE AND COMMUNICATIONS**

(None)

## **10. EXECUTIVE DIRECTOR'S REPORT**

A. Department in Focus – (Melissa Keegan, Reference Department Head). Moved to later meeting.

B. Construction Update (Document). The library staff is excited the renovation is winding down. The Ribbon Cutting will be on the morning of May 4. Project remains on time and under budget.

C. Statement of Economic Interests – last day to file is April 30, all present stated filings are complete.

D. March 2023 Librarians' Reports

E. Action Plan FY2023

## **11. STANDING COMMITTEE REPORTS**

A. Nominating Committee – The meeting will take place in May, committee persons are continuing trustees.

B. Decennial Committee (President Steker) – New committee required to meet every 10 years by state law. The agenda is already on the website. June 6 will be the inaugural meeting. The committee will consist of 7 trustees, Director and 2 community members to be decided at the May meeting.

- C. Executive Director Review (EDR) Liaison (President Steker)
- D. Personnel Liaison (Vice-President Caudill)
- E. Finance Liaison (Treasurer Blank)
- F. Building & Grounds Liaison (Trustee Corzine)
- G. Policy Liaison (Trustee McCauley)
- H. Bylaws Liaison (Trustee Caudill)
- I. RAILS Liaison (Trustee Silcroft) RAILS discussed many legislative bills recently passed focusing on libraries.
- J. Foundation Liaison (Trustee Caudill)

## 12. UNFINISHED BUSINESS

(None)

## 13. NEW BUSINESS

- A. Updated FY2024 Salary Scale (Document + Action)

Trustee Blank moved:

“To approve the updated salary scale with an effective date of 7/1/2023.”

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

AYES (7): Blank, Caudill, Corzine, McCauley, Silcroft, Stanonik, Steker

NAYES (0):

ABSTAIN (0):

- B. Wintrust / Barrington Bank proposal for new banking services (Document + Action)

Trustee Blank moved:

“To approve ordinance 23-04-01 authorizing Barrington Bank and Trust – a Wintrust Community Bank – to deposit, withdraw, and maintain the library’s funds.”

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

AYES (7): Blank, Caudill, Corzine, McCauley, Silcroft, Stanonik, Steker

NAYES (0):

ABSTAIN (0):

- C. Parking Lot Sealcoating & Striping (Document + Action)

Trustee Caudill moved:

“To approve the Executive Director to enter into an agreement with M&R Paving Inc. for parking lot sealcoating and striping services at a cost not to exceed \$15,600.”

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

AYES (7): Blank, Caudill, Corzine, McCauley, Silcroft, Stanonik, Steker

NAYES (0):

ABSTAIN (0):

- D. Employee Handbook update (Document + Discussion)  
Changes discussed during COTW meeting on April 11 were reviewed. Because the proposed changes are complex, it was decided to pause action for a future meeting.
- E. Tour of Phase 2 remodel areas  
Trustees and public visitors toured the remodeled spaces.
- F. Approval of Trustee Expense Reports (Action)  
None
- G. Building and Grounds Critical Issues (Action)  
None

#### **14. ADJOURN TO EXECUTIVE SESSION**

- A. EXECUTIVE SESSION FOR THE DISCUSSION OF PERSONNEL MATTERS 5 ILCS 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)

Trustee Blank moved:

“To go into Executive Session for the discussion of Personnel matters specifically related to the Executive Director’s evaluation according to 5ILCS 120/2 (c)(11) and for the discussion of the Executive session Minutes as allowed by 5 ILCS 120/2(c)(21).”

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

AYES (7): Blank, Caudill, Corzine, McCauley, Silcroft, Stanonik, Steker

NAYES (0):

ABSTAIN (0):

**ADJOURNMENT**

Adjournment at 8:27 p.m.

#### **15. ROLL CALL (If returning from Executive Session)**

Trustees present: Blank, Caudill Corzine, McCauley, Silcroft, Stanonik, Steker

A quorum is present.

Staff Attendance: Executive Director L. Rosenthal

#### **16. NEW BUSINESS (CONTINUED)**

##### **A. Executive Director Evaluation & Compensation (Action)**

Trustee Caudill moved:

“To approve the annual merit increase and compensation effective July 1, 2023 for Executive Director Rosenthal as determined by Board consensus in Executive Session.”

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

AYES (7): Blank, Caudill, Corzine, McCauley, Silcroft, Stanonik, Steker

NAYES (0):

ABSTAIN (0):

**17. ITEMS MOVED FROM CONSENT AGENDA**

5.E Approval of Minutes of the Closed Session of the Committee of the Whole (EDR) April 4, 2023.

Trustee Caudill moved:

“To approve the minutes from Closed Session of the Committee of the Whole (EDR) April 4, 2023 as corrected.”

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

AYES (7): Blank, Caudill, Corzine, McCauley, Silcroft, Stanonik, Steker

NAYES (0):

ABSTAIN (0):

5.G Approve the Secretary’s report of the Closed Session Minutes review and destruction of all audio recordings made prior to April 1, 2021 thru October 1, 2021.

Trustee Caudill moved:

“To approve the destruction of all Executive Session audio recordings made between April 1, 2021 thru October 1, 2021. Written minutes of these have been previously approved by the Board.”

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

AYES (7): Blank, Caudill, Corzine, McCauley, Silcroft, Stanonik, Steker

NAYES (0):

ABSTAIN (0):

**18. ADJOURNMENT**

Adjournment at 11:07 p.m.

Trustee Caudill moved:

“To Adjourn.”

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

AYES (7): Blank, Caudill, Corzine, McCauley, Silcroft, Stanonik, Steker

NAYES (0):

ABSTAIN (0):

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Cathy McCauley, Secretary  
Approved at the next Regular Meeting of May 16, 2023

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Crystal Steker, President