

REGULAR MEETING MINUTES

February 20, 2024

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

1. REGULAR MEETING – CALL TO ORDER

President Steker called the meeting to order at 6:01 pm.

2. ROLL CALL

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

A quorum is present.

Staff Attendance: Executive Director E. Christianson, N, Ziarnik, D. McGuire, M. Povilonis, C. Wiser

Guests in Attendance: S. Harrod

3. 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.

4. ADJUSTMENTS TO THE AGENDA

5. CONSENT AGENDA

A. Approval of the Minutes of the Regular Meeting January 16, 2024 (Document)

Trustee Caudill moved:

“To approve the Minutes of the Regular Meeting of January 16, 2024.”

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):

6. APPROVAL OF ITEM MOVED FROM CONSENT AGENDA

Note: If Closed Session Minutes are removed from Consent Agenda for discussion, this must take place in Closed Session. But the current Secretary’s recommendation to keep minutes closed may be approved as part of the Consent Agenda.

7. TRUSTEE REPORTS/COMMENTS

Trustee Silcroft commented on upcoming Children’s programs.

Trustee Caudill reported on the Illinois State Advisory Committee including the “License to Read” act that will provide digital content throughout the state.

Trustee Timm commented on Programs and Publicity statistical report and promotion of programming on the website.

Trustee McCauley commented on the Librarian’s Report.

Trustee Corzine commented on the Librarian’s Report and the Library of Things.

Trustee Suykerbuyk commented on the AARP tax prep program.
Trustee Steker commented on the promotion of Library of Things.

8. TREASURER'S REPORT

Suggested Motion: I move to approve the January 2024 expenditures as authorized with the balance of the reports to be filed for audit.

A. January 2024 (Document)

Trustee Caudill moved:

“To approve the January 2024 expenditures as authorized with the balance of the reports to be filed for audit.”

Trustee Silcroft 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):

9. CORRESPONDENCE AND COMMUNICATIONS

10. EXECUTIVE DIRECTOR'S REPORT

A. January 2024 Librarians' Reports

B. Action Plan FY2024

C. Department in Focus: Circulation (Location: Circulation)

D. Public Participation at Board Meetings Review

11. SPECIAL COMMITTEE & LIAISON REPORTS

A. Decennial Committee (President Steker) Report by Vice President McCauley. Third and final meeting is scheduled for August 20, 2024.

B. Executive Director Review (EDR) Liaison (President Steker)

i) Timeline + Process

ii) Review Tools

C. Personnel Liaison (Vice-President McCauley)

D. Finance Liaison (Treasurer Corzine) Finance meeting tentatively set for April 23, 2024

E. Building & Grounds Liaison (Trustee Timm)

F. Bylaws & Policy Liaison (Trustee Suykerbuyk)

G. RAILS Liaison (Trustee Silcroft) Trustee Silcroft provided a RAILS update.

H. Foundation Liaison (Trustee Caudill) Trustee Caudill reported that people can mail in or drop off donations. No online donations available currently.

12. UNFINISHED BUSINESS

13. NEW BUSINESS

A. Public Participation at Library Board Meetings and Petitions to the Board (Document + Action)

Trustee Caudill moved:

“To approve policy 1.10 Public Participation at Library Board Meetings and Petitions to the Board with a reviewed and revised date of February 2024.”

Trustee McCauley 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):

B. Bylaws Update – Second Reading (Document + Action)

Trustee Silcroft moved:

“To approve the updated Bylaws **Section 3-20 Quorum** with a revised date of February 2024.”

Trustee McCauley 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):

C. Approval of Employee Travel and Expense Reimbursements for the LibLearnX (ALA) Conference January 19-22, 2024 (Document + Action)

Trustee Caudill moved:

“To approve staff hotel expenses incurred for lodging during the 2024 LibLearnX conference in Baltimore MD as described in Exhibit 13.C.

Trustee Silcroft 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):

D. Approval of Trustee Expense Reports (Action)

E. Building and Grounds Critical Issues (Action)

14. ADJOURN TO EXECUTIVE SESSION

A. EXECUTIVE SESSION FOR THE DISCUSSION OF PERSONNEL MATTERS

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

15. ROLL CALL (If returning from Executive Session)

16. ADJOURNMENT

Adjournment at 8:27pm

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 March 19, 2024

Crystal Steker, President