

**REGULAR MEETING MINUTES**

**January 16, 2024**

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

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

President Steker called the meeting to order at 6:00pm

**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

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**

Move 10.C to before 16.

**5. CONSENT AGENDA**

A. Approval of the Minutes of the Regular Meeting November 14, 2023 (Document)

Moved to 6.

B. Freegal Invoice (Document)

Trustee McCauley moved:

“To approve payment to Freegal for downloadable and streaming music in the amount of \$18,900.00.”

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 ( ):

ABSTAIN ( ):

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

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

5. A. Approval of the Minutes of the Regular Meeting November 14, 2023 (Document)

The November minutes mentioned under 10.C, “Trustee Reports/Comments,” the sinking of the concrete sign at the Mohawk Trail library entrance. It was Trustee McCauley who mentioned this not Trustee Timm.

Trustee Timm moved:

“To approve the Minutes of the Regular Meeting November 14, 2023 as amended.”

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 ( ):

ABSTAIN ( ):

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

Trustee Silcroft commented on the library now being a permanent “Election Site” and will be open for Early Voting.

Trustee McCauley commented on the Children’s department programs.

Trustee Timm commented on the Legislative Breakfast and the new local history section on the Library’s website.

Trustee Corzine commented on the Chicago Bronze Handbell Ensemble. Also appreciates Facilities Department keeping the building running smoothly in this weather.

Trustee Caudill said that Illinois State Library Advisory Board meeting is scheduled for next Thursday.

Trustee Steker commented on the Library’s recent social media presence. Also appreciates IT Dept’s proactive maintenance of the Library’s technology infrastructure.

## **8. TREASURER’S REPORT**

A. November 2023 (Document)

B. December 2023 (Document)

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

Trustee Caudill moved:

“To approve the November 2023 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 ( ):

ABSTAIN ( ):

Trustee Caudill moved:

“To approve the December 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 ( ):

ABSTAIN ( ):

## **9. CORRESPONDENCE AND COMMUNICATIONS**

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

- A. November and December 2023 Librarians' Reports (Documents)
- B. Action Plan FY2024 (Document)

### **11. SPECIAL COMMITTEE & LIAISON REPORTS**

- A. Decennial Committee (President Steker) Set for February 6, 2024.
- B. Executive Director Review (EDR) Liaison (President Steker) (Document) Trustee Steker asked all trustees to review EDR documents.
- 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 mentioned Illinois libraries may receive grant money from Federal Broadband funding.
- H. Foundation Liaison (Trustee Caudill) Trustee Caudill said small donations came in at the end of the year.

### **12. UNFINISHED BUSINESS**

### **13. NEW BUSINESS**

- A. Bylaws Update– First Reading (Document)
- B. Collection Development Policy (Document + Action)  
Trustee Caudill moved:  
“To approve the Collection Development Policy 1.1 with a reviewed and revised date of January 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 ( ):

ABSTAIN ( ):

- C. Approval of Trustee Expense Reports (Action)
- D. Building and Grounds Critical Issues (Action)

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

- A. EXECUTIVE SESSION FOR THE DISCUSSION OF PERSONNEL MATTERS BY 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)**

**10. C. Department in Focus: Popular Materials – Forge (Location: Forge)**

**16. ADJOURNMENT**

Adjournment at 8:45pm

Trustee Caudill moved:

“To adjourn.”

Trustee Suykerbuyk 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 ( ):

ABSTAIN ( ):

---

Alicia Timm, Secretary

Approved at the next Regular Meeting of February 20, 2024

---

Crystal Steker, President