

**REGULAR MEETING MINUTES**

**July 18, 2023**

**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 6pm.

**2. ROLL CALL**

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

A quorum is present.

Staff Attendance: Executive Director L. Rosenthal, E. Christianson, M. Povilonis,  
Natalie Ziarnik, Christen Wisser

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. Please sign in by 6:00 p.m.

**4. ADJUSTMENTS TO THE AGENDA**

10.A Social Media Policy – Attorney Britt Isaly from Ancel Glink discussed the Library’s Social Media Policy and the Library’s record retention requirements, as well as public forum obligations.

**5. CONSENT AGENDA**

A. Approval of the Minutes of the Regular Meeting June 20, 2023 (Document)

B. Approval to close the Library for Staff Discovery Day on Friday, October 13 (Document)

Trustee McCauley moved:

“To approve the consent agenda as presented.”

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):

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

None

**7. TRUSTEE REPORTS/COMMENTS**

**8. TREASURER’S REPORT**

A. June 2023 (Document)

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

Trustee Caudill moved:

“To approve the June 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):

**9. CORRESPONDENCE AND COMMUNICATIONS**

None

**10. EXECUTIVE DIRECTOR’S REPORT**

- A. Social Media Policy (Presentation by attorney Britt Isaly from Ancel Glink)  
See above
- B. June 2023 Librarians’ Reports
- C. OMA and FOIA training must be complete by 8/15/23 (Crystal, Kathy, Tracy, Alicia)  
Trustees will complete training by the due date
- D. Board packets available online?  
Discussion of pros and cons was undertaken, and the board determined to keep board communication status quo.
- E. FY 2023 Action Plan  
All areas for FY2023 are complete except for those deferred to FY2024.
- F. Training Update

**11. 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)
- H. Foundation Liaison (Trustee Caudill)

**12. UNFINISHED BUSINESS**

**13. NEW BUSINESS**

- A. 23-07-01 Tentative Budget and Appropriation Ordinance (Document + Action)  
The B&A outlines the objects and purposes of expenditures and specifies the maximum

amount which can be legally expended by the Library in the current Fiscal Year if sufficient funds are available. Prior to passage of a Final B&A, a public hearing must be held. That hearing is set for Tuesday, September 19, 2023 at 6:00 pm. A draft of the B&A, known as the Tentative B&A, must be available to the public for a minimum of 30 days prior to the hearing. Following the July meeting the document will be available both on the library's website and on the public notice bulletin board at the front of the Library. This Appropriation represents 10% above the working budget amounts in all categories.

Trustee Caudill moved:

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

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. Accept IPLAR (Document + Action)

Trustee Caudill moved:

“To accept the IPLAR as prepared and presented by the Administration.”

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):

C. Appointment of Two Board Members to audit FY2023 Meeting Minutes (Action)

President Steker appointed Trustees Suykerbuyk and Timm to audit the FY2023 board meeting minutes. This audit must be completed prior to filing the FY2023 IPLAR, which is due to the Illinois State Library by 8/31/2023.

D. Investment Policy (Document + Action)

Trustee Silcroft moved:

“To Approve Investment Policy 1.12 with a reviewed and revised date of July, 2023.”

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):

E. Approval of Trustee Expense Reports (Action)

Trustee McCauley moved:

“To approve travel for Trustee Caudill to ILA conference committee meeting for expenditure of \$294.44.”

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

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

NAYES (0):

ABSTAIN (1): Caudill

F. Building and Grounds Critical Issues (Action)

None

**14. ADJOURN TO EXECUTIVE SESSION**

A. 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 IMMEDIATE 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 7:48

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):

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Alicia Timm, Secretary

Approved at the next Regular Meeting of September 19, 2023

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Crystal Steker, President