

**REGULAR MEETING MINUTES**

**March 19, 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 6:02pm

**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. Wisner, M. Keegan

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 6:00p.m.

**4. ADJUSTMENTS TO THE AGENDA**

10.C. will be rescheduled.

**5. CONSENT AGENDA**

A. Approval of the Minutes of the Regular Meeting February 20, 2024 (Document)

Trustee Timm moved:

“To approve the Minutes of the Regular Meeting of February 20, 2024.”

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):

**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 Timm commented on the March ILA Trustee Forum training. Trustee Silcroft commented on the Library’s booth at the Lake Zurich Area Chamber of Commerce Expo. Trustee Steker commented on the Children’s Department bilingual story time.

**8. TREASURER’S REPORT**

A. February 2024 (Document)

Trustee Caudill moved:

“To approve the February 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. February 2024 Librarians’ Report (Document)

B. Action Plan FY2024 (Document)

C. Department in Focus: KnowBe4 Training & the IT Department (to be rescheduled)

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

A. Decennial Committee (President Steker)

B. Executive Director Review (EDR) Liaison (President Steker) President Steker stated that a Committee of the Whole EDR Meeting will be held on April 9.

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 reported on the 2/23 RAILS Board Meeting.

H. Foundation Liaison (Trustee Caudill)

## **12. UNFINISHED BUSINESS**

### **13. NEW BUSINESS**

A. Ordinance setting schedule of FY25 regular meetings of the Ela Area Public Library District (Document + Action)

Trustee McCauley moved:

“To adopt Ordinance 24-03-01 setting the Library meeting dates for the year July 1, 2024 through June 30, 2025.”

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 (0):

ABSTAIN (0):

B. Liability Insurance Renewal 4/1/2024 – 4/1/2025 (Document + Action)

Trustee McCauley moved:

“To approve Kamm Insurance Group to provide the Library’s Public Officials Liability, Employment Practices Liability, Worker’s Compensation, Commercial Property, Commercial General Liability, Cyber Liability, Business Auto Liability, Umbrella Liability, and Crime policies for the term April 1, 2024, through April 1, 2025, at a total cost not to exceed \$48,000.”

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):

C. Unsupervised Children Policy (Document + Action)

Trustee Caudill moved:

“To approve the Unsupervised Children Policy, Policy 2.7 as corrected with a reviewed and revised date of March 2024.”

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):

D. Digital Media Lab Policy (Document + Action)

Trustee Caudill moved:

“To approve the Digital Media Lab Policy 2.14 as corrected with a reviewed and revised date of March 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):

E. Action Plan FY2025 (Document + Action)

Trustee Silcroft moved:

“To accept the FY2025 Action Plan 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):

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) 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 8:06pm

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 April 16, 2024

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Crystal Steker, President