

REGULAR MEETING MINUTES
November 14, 2023
6:00 p.m. 2nd 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, Christen Wisser, Melissa Keegan

Guests in Attendance: Jamie Wilke, Auditor, Lauterbach & Amen, LLP

3. ADJOURN TO TRUTH IN TAXATION ACT HEARING

Trustee Caudill moved:

“To adjourn to the Truth In Taxation Act Hearing.”

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):

A. Call to Order

President Steker called the meeting to order at 6:03pm.

B. 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. Wisser, M. Keegan

Guests in Attendance: Jamie Wilke, Auditor, Lauterbach & Amen, LLP

C. Truth in Taxation Act Hearing – Public Comment.

Hearing held for 5 minutes to allow any late arriving public to attend. There were no comments.

Trustee McCauley moved:

“ To adjourn from the Truth In Taxation Hearing and return to the Regular Meeting”

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):

RETURN TO THE REGULAR MEETING – CALL TO ORDER

President Steker called the meeting to order at 6:09pm.

4. ROLL CALL

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

A quorum is present.

Previous staff and guests mentioned are present.

5. PUBLIC COMMENT (Policy No: 1.10)

6. ADJUSTMENTS TO THE AGENDA

Move 13.A and 16.A to before 7. New Business I

13.A. FY2023 Audit presentation (Lauterbach & Amen)

16.A. Accept FY 2023 Audit as presented (Document + Action)

Trustee Corzine moved:

“To accept FY2023 ACFR 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):

7. NEW BUSINESS I

A. Approve Ordinance 23-11-01 Levying Taxes for Library Purposes for FY 2024/25 (Document + Action)

Trustee Caudill moved:

“To pass ordinance 23-11-01, an ordinance levying taxes for library purposes for the fiscal year 2024/2025 for the Ela Area Public library District, Lake County, Illinois in the amount of \$7,065,117.

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):

8. CONSENT AGENDA ACTION

A. Approval of the Minutes of the Regular Meeting October 17, 2023 (Document)

Trustee Caudill moved:

“To approve item A on the Consent Agenda.”

Trustee Timm 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):

9. APPROVAL OF ITEM MOVED FROM CONSENT AGENDA

10. TRUSTEE REPORTS/COMMENTS

Trustee Corzine commented on how nice our Veteran's display looked.
Trustee Caudill commented on the positive impact that working in the Forge had on a former employee. She is also a member of the Illinois State Library Advisory Committee.
Trustees Caudill, McCauley, and Steker commented on how amazing Book Buzz was and that it was nice to see many of the staff participate.
Trustee McCauley was appreciative of the ILA reports submitted by the trustees.
Trustee Suykerbuyk spoke about the ILA sessions she attended.
Trustee Silcroft enjoyed the recent Garden Club program.
Trustee McCauley mentioned the sinking concrete sign at Mohawk Trail entrance.

11. TREASURER'S REPORT

A. October 2023 (Document)

Trustee Caudill moved:

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

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):

12. CORRESPONDENCE AND COMMUNICATIONS

13. EXECUTIVE DIRECTOR'S REPORT

- A. October 2023 Librarians' Reports
- C. Action Plan FY2024
- D. ILA Reports
- E. Per Capita Grant

14. SPECIAL COMMITTEE & LIAISON REPORTS

- A. Decennial Committee (President Steker) President Steker stated the meeting has been rescheduled to Feb. 6, 2024.
- 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. Policy Liaison (Trustee Suykerbuyk)

- G. Bylaws Liaison (Trustee Suykerbuyk)
- H. RAILS Liaison (Trustee Silcroft) Trustee Silcroft said state grants distributed, provided update on recent swatting issue, and reported that there is an initiative to widen the Explore Illinois Program.
- I. Foundation Liaison (Trustee Caudill) Trustee Caudill stated a planned giving brochure is being developed; the Foundation is mentioned in the latest Footnotes; discussed the importance of participation rate for trustee donations.

15. UNFINISHED BUSINESS - None

16. NEW BUSINESS II

B. Annual Report of Receipts and Disbursements (Document + Action)

Trustee Caudill moved:

“To approve the Annual Report of Receipts and Disbursements 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):

C. Employment Handbook Update for Paid Leave for all workers Act (Document + Action)

Trustee Silcroft moved:

“To adopt the updated Employee Handbook as presented with a revised date of November, 2023.”

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):

D. Approval of Trustee Expense Reports (Action)

Trustee Corzine moved:

“To reimburse Crystal Steker \$168.59 for her travel and accommodations for the ILA Annual Conference 2023 and Kathy Caudill \$712.33 for the ILA Annual Conference 2023.

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

AYES (5): Corzine, McCauley, Silcroft, Suykerbuyk, Timm

NAYES (0):

ABSTAIN (2): Steker, Caudill

Trustee McCauley moved:

“To reimburse Mary Silcroft \$16.47 for her meal at the ILA Annual Conference 2023, Alicia

Timm reimbursement in the amount of \$436.15 for her hotel, mileage, tolls and meal, reimburse Tracy Suykerbuyk \$162.00 for her hotel and meal for the ILA Annual Conference 2023.”

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

AYES (4): Caudill, Corzine, McCauley, Steker

NAYES (0):

ABSTAIN (3): Silcroft, Suykerbuyk, Timm

E. Building and Grounds Critical Issues (Action) none

17. 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

18. ROLL CALL (If returning from Executive Session)

19. ADJOURNMENT

Adjournment at 8:07pm

Trustee Silcroft moved:

“To adjourn.”

Trustee Caudill 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 January 16, 2024

Crystal Steker, President