

**REGULAR MEETING MINUTES**  
**November 17, 2020**  
**6:00 p.m.**  
**Blended Remote (via Zoom) /**  
**In Person Meeting at Ela Area Public Library**

Members of the public can listen by phone or view/listen online to the meeting using Zoom (zoom.us). Members of the public will be able to comment via Zoom during the Public Comment period. Public comments can also be emailed to the Board via email at [public.comments@eapl.org](mailto:public.comments@eapl.org). Comments for the Meeting that are received by 1pm Tuesday, November 17<sup>th</sup> will be read during the Public Comment period.

- Please click the link below to join the webinar:
- <https://us02web.zoom.us/j/88609237690?pwd=OXhaeUd6L0JpN1FNTedJdytIRi9GQT09>
- Passcode: 869781
  
- For those who want to listen via phone, please use the following telephone number:  
888 475 4499 (Toll Free) or 877 853 5257 (Toll Free)  
When prompted, dial Webinar ID: 886 0923 7690

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

At 6:01 p.m. President Corzine called the Regular Meeting to order.

**2. ROLL CALL**

Trustees present in person: Corzine

Trustees present remotely via Zoom: Caudill, Blank, Hurst, Stamoolis, Stanonik, Steker

Absent:

Staff present in person: Interim Executive Director Christianson

Staff present via Zoom: D. Bryzelak, M. Creel, C. Pedersen, C. Wagner, N. Ziarnik

Guest present in person:

Guest present via Zoom: S. Harrod, Paul Inserra of McClure, Inserra & Co., Chtd.

**3. PUBLIC COMMENT**

None

**4. ADJUSTMENTS TO THE AGENDA**

To move **14A. 2019-2020 Financial Audit – Presented by Paul Inserra of McClure, Inserra & Co., Chtd., to before Consent Agenda.**

**14A. 2019-2020 Financial Audit – Presented by Paul Inserra of McClure, Inserra & Co., Chtd.,**

Paul Inserra of McClure, Inserra & Co., Chtd. presented the 2019-2020 Audited Financial Statement to the Board.

**Trustee Caudill moved:**

“To Accept The 2019-2020 Financial Audit working draft, subject to final changes from auditors.”

**Trustee Blank seconded the motion and it carried on a unanimous roll call vote of all Trustees present.**

**AYES (7): Blank, Caudill, Corzine, Hurst, Stamoolis, Steker, Stanonik**

**ABSENT (0):**

**ABSTAIN (0):**

**5. CONSENT AGENDA**

**A. Approval of the Minutes of the Regular Meeting October 20, 2020**

**B. Approval of the Minutes of the Executive Session Meeting October 20, 2020**

**C. Approval of the Minutes of the Bylaws Committee Meeting November 9, 2020**

Trustee Blank moved:

**“To Approve All of the Consent Agenda as presented.”**

Trustee Caudill seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

**AYES (7): Blank, Caudill, Corzine, Hurst, Stamoolis, Stanonik, Steker**

**ABSENT (0):**

**ABSTAIN (0):**

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

**7. TRUSTEE REPORTS/COMMENTS**

- Trustee Stanonik traveled to the Storywalk Trail at Oak Ridge Marsh and commented positively on both the book and length of the trail. She also mentioned that she appreciated the partnership of the three organizations, Lake Zurich Park District and Ancient Oaks working together to create the Storywalk for the community. .

**8. TREASURER’S REPORT**

**A. September 2020**

**B. October 2020**

Trustee Caudill moved:

**“To Defer the Approval of the September 2020 and October 2020 Treasurer’s Reports until the January 19, 2021 Regular Board Meeting.”**

Trustee Hurst seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

**AYES (7): Blank, Caudill, Corzine, Hurst, Stamoolis, Stanonik, Steker**

**ABSENT (0):**

**ABSTAIN (0):**

## **9. CORRESPONDENCE AND COMMUNICATIONS**

Documents provided in Board Packet

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

Interim Executive Director Christianson reviewed the reports and highlighted the following items:

- Discussed the open enrollment window for health insurance that is taking place at this time as well as the fact that the health insurance increased 3% this year.
- Explained that the Boopsie application currently used at the Library has been bought out by Solus and the company will be rolling out the new application soon.
- Gave a facility update provided from John Carranza. A humidifier is beyond repair and needs replacement. He will purchase the humidifier and contract the installation separately in order to reduce the total cost of replacement. The new humidifier and install will cost \$14,470.
- Footnotes is being mailed out later this week and an article about the new Executive Director Lauren Rosenthal is included. The plan was to release the press releases to coincide with the Footnotes mailing.

## **11. STANDING COMMITTEE REPORTS**

- A. Building & Grounds Committee: No Report**
- B. Finance Committee: No Report**
- C. Nominating Committee: No Report**
- D. Personnel Committee: No Report**
- E. Policy Committee: No Report**
- F. Bylaws Committee:**

Trustee Caudill commented that the committee met, and items will be addressed further during 14C and 14D.

## **12. SPECIAL COMMITTEE REPORTS**

None

## **13. UNFINISHED BUSINESS**

## **14. NEW BUSINESS**

- B. Approve Ordinance No. 20-11-01 An Ordinance Levying Taxes for Library Purposes for the Fiscal Year 2021/2022 for the Ela Area Public Library District, Lake County, Illinois**

The Board reviewed several levy models presented by Interim Director Christianson as well as the Resolution (No. 20-10-01) determining the amount of money estimated to be necessary to be raised by taxation for the 2021/2022 year approved at the October Board meeting. The Board considered the Financial Audit for the 2019/2020 year as presented

earlier in the meeting as well as current financial hardships within the community and across the nation due to the pandemic. Following extensive discussion, the Board decided to reduce the levy estimate approved in October.

Trustee Hurst moved:

**“To Approve Ordinance No. 20-11-01 An Ordinance Levying Taxes for Library Purposes for the Fiscal Year 2021/2022 For the Ela Area Public Library District, Lake County, Illinois with proposed amendments.”**

Trustee Blank seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

**AYES (7):** Blank, Caudill, Corzine, Hurst, Stamoolis, Stanonik, Steker

**ABSENT (0):**

**ABSTAIN (0):**

**C. Discussion Regarding Proposed Staff Recognition Allocation Instructions and Staff Recognition Nomination Form**

Trustee Caudill explained minor changes to the form.

Trustee Caudill moved:

**“To Approve the Staff Recognition Allocation Instructions and Staff Recognition Nomination Form with suggested amendment.”**

Trustee Blank seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

**AYES (7):** Blank, Caudill, Corzine, Hurst, Stamoolis, Stanonik, Steker

**ABSENT (0):**

**ABSTAIN (0):**

**D. Review of Proposed Bylaws Amendment**

Trustee Caudill said it was the recommendation of the Bylaws Committee that the Bylaws be amended to include new revised language regarding Staff Recognition Allocation.

This will be revisited and voted on at the January 19, 2021 meeting.

**E. Discussion of Per Capita Grant Requirements for FY 20/21**

Interim Executive Director Christianson notified the Board that the application was still not current but that it will be to review the standards in Serving Our Public 4.0: Standards for Illinois Libraries. She suggested the Library continue to monitor what comes out of the State Library and that the Department Heads will review pertinent chapters for their departments and provide a summary and checklist to present to the Board.

**F. Discussion of COVID-19 Response Plan**

Due to the statewide Tier Three Mitigation in effect as of Friday, November 20<sup>th</sup>, Interim Executive Director Christianson recommended that the Library pivot to service Level Drive-Up Only.

Trustee Caudill moved:

**“To Pause In-Person Services and Continue Drive-Up Services During Tier Three in the State of Illinois.”**

Trustee Steker seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

**AYES (7):** Blank, Caudill, Corzine, Hurst, Stamoolis, Stanonik, Steker

**ABSENT (0):**

**ABSTAIN (0):**

**G. Approval of Trustee Expense Reports**

None

**H. Building and Grounds Critical Issues**

None

**15. A. EXECUTIVE SESSION FOR THE DISCUSSION OF PERSONNEL**

**MATTERS 5ILCS 120/2(c)(1)**

**B. EXECUTIVE SESSION FOR THE DISCUSSION OF PENDING, PROBABLE, OR IMMINENT LITIGATION AS ALLOWED BY 5 ILCS 120/2(c)(11)**

**C. EXECUTIVE SESSION FOR THE DISCUSSION OF EXECUTIVE SESSION MINUTES AS ALLOWED BY 5 ILCS 120/2(c)(21)**

**16. ADJOURNMENT**

At 9:06 p.m. Trustee Hurst moved:

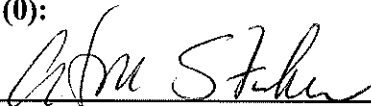
**“TO ADJOURN.”**

Trustee Stanonik seconded the motion and it carried on a unanimous voice vote of Trustees present.

**AYES (7):** Blank, Caudill, Corzine, Hurst, Stamoolis, Stanonik, Steker

**ABSENT (0):**

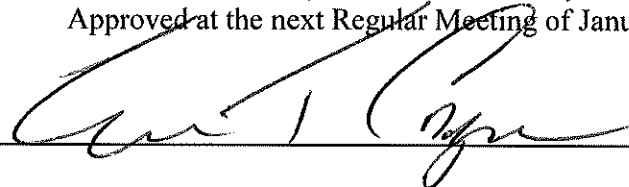
**ABSTAIN (0):**



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Crystal Steker, Secretary

Approved at the next Regular Meeting of January 19, 2021



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Eric Corzine, President