

**REGULAR MEETING MINUTES****September 15, 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, September 15<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/84301076917?pwd=aFZNT21HVnNnckVCbDVYaDNwRzJVZz09>  
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**1. REGULAR MEETING – CALL TO ORDER**

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

**2. A. ROLL CALL**

Trustees present in person: Corzine

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

Absent:

Staff present in person: Interim Executive Director Christianson

Staff present via Zoom: D. Bryzelak, M. Creel, S. Hyson, N. Ziarnik, N. Chiappetta, C.

Wagner, Gus Palas

Guest present in person: Jeanette Stanonik

Guest present via Zoom:

**B. NOMINATION OF APPOINTEE TO FILL VACANT SEAT ON THE BOARD**

President Corzine spoke positively regarding the strength and enthusiasm of the candidates who applied for the open trustee position created by the resignation of Trustee Ken Fuller. Following an interview process, the Board chose Jeanette Stanonik to fill the vacancy.

**C. OATH OF OFFICE FOR APPOINTED TRUSTEE**

President Corzine swore in Jeanette Stanonik, under oath, as a Trustee in the presence of the Notary Public, Gus Palas.

**D. ROLL CALL**

Trustees present in person: Corzine, Stanonik

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

Absent:

Staff present in person: Interim Executive Director Christianson

Staff present via Zoom: D. Bryzelak, M. Creel, S. Hyson, N. Ziarnik, N. Chiappetta, C.

Wagner, G. Vafai

Guest present in person:

Guest present via Zoom: S. Harrod, John Barrington, Ela Township Assessor

### **3. PUBLIC COMMENT**

S. Harrod wrote in that on the July 21, 2020 Regular Meeting Minutes, it should state NONE under public comments.

### **4. ADJUSTMENTS TO THE AGENDA**

To move 14B. **Discussion of Assessment Appeal Process with Lake County Assessor's Office to before 10. Executive Director's Report.**

### **5. CONSENT AGENDA**

**A. Approval of the Minutes of the Regular Meeting July 21, 2020 (Document)**

**B. Approval of the Minutes of the Executive Session Meeting July 21, 2020 (Document)**

**C. Approval of the Minutes of the Executive Director Search Committee Meeting July 27, 2020 (Document)**

**D. Approval of the Minutes of the Executive Session Meeting July 27, 2020 (Document)**

**E. Approval of the Minutes of the Executive Director Search Committee Meeting July 28, 2020 (Document)**

**F. Approval of the Minutes of the Executive Session Meeting July 28, 2020 (Document)**

**G. Approval of the Minutes of the Policy Committee Meeting August 24, 2020 (Document)**

**H. Approval of the Minutes of the Executive Director Search Committee Meeting August 31, 2020 (Document)**

**I. Approval of the Minutes of the Executive Session Meeting August 31, 2020 (Document)**

**J. Approval of the Minutes of the Executive Director Search Committee Meeting September 1, 2020 (Document)**

**K. Approval of the Minutes of the Executive Session Meeting September 1, 2020 (Document)**

**L. Approval of the Minutes of the Trustee Vacancy Committee Meeting September 8, 2020 (Document)**

**M. Approval of the Minutes of the Executive Director Search Committee Meeting September 14, 2020 (Document)**

**N. Approval of the Minutes of the Executive Session Meeting September 14, 2020 (Document)**

Trustee Caudill moved:

**"To Approve the Consent Agendas A-K."**

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

**AYES (6):** Blank, Caudill, Corzine, Hurst, Stamoolis, Steker

**ABSENT (0):**

**ABSTAIN (1):** Stanonik

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

Items L, M, N were removed from the consent agenda. Items M and N will be submitted for approval at the October Regular meeting of the Board of Trustees.

Item L listed Trustee Stamoolis as being present in person and via zoom. The minutes were corrected to reflect his attendance in person only.

Trustee Stamoolis moved:

**“To Approve the minutes of the Trustee Vacancy Committee Meeting September 8, 2020 as corrected.”**

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

**AYES (6):** Blank, Caudill, Corzine, Hurst, Stamoolis, Steker

**ABSENT (0):**

**ABSTAIN (1):** Stanonik

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

Trustee Caudill reminded the Trustees about the ILA Virtual Conference. There is still time for Early Bird Registration.

Trustee Blank commented favorably on the Annual Report.

Trustee Stanonik commented on level of collaboration and the leadership of Interim Director Christianson she observed in the reports.

## **8. TREASURER’S REPORT**

### **A. July 2020 (Document)**

Trustee Caudill moved:

**“To Approve the July 2020 Expenditures as Authorized with the Balance of the Reports to Be Filed For Audit.”**

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):**

**B. August 2020**

Trustee Caudill moved:

**“To Approve the August 2020 Expenditures as Authorized with the Balance of the Reports to Be Filed For Audit.”**

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):**

**9. CORRESPONDENCE AND COMMUNICATIONS**

**A. 2019-2020 Annual Report**

The Annual Report was provided to the Board for review.

**14 B. Discussion of Assessment Appeal Process with Lake County Assessor’s Office**

Mr. John Barrington, the Ela Township Assessor, provided an overview of the property tax appeals process and outlined a potential opportunity for the library to participate with other local taxing bodies to protect assessed tax income.

The Board agreed to add this item to the October agenda to hear additional information Mr. Barrington plans to gather on this initiative.

**10. EXECUTIVE DIRECTOR’S REPORT**

**A. July & August 2020**

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

- Footnotes is returning and the October/November edition will hit mailboxes at the end of this month.
- October 5<sup>th</sup>, the Library is hosting an Outdoor Voter Registration Event
- October 10<sup>th</sup>, the popular Shredder Event will take place outside of the Library.
- The Blood Drive was a success and we exceeded our goal of 24 units and donated 29 units.
- Sunday hours have returned, and the book drop is now open 24/7.
- Soft launch of the Notary Services have begun as well.
- Mentioned seal coating of the parking lot. J. Carranza received several bids and would like to use Total Paving, but they cannot complete the project until Spring. The Library will not need to close during this process.

**B. IPLAR**

Interim Executive Director Christianson reviewed the Illinois Public Library Annual Report (IPLAR) that is required by the State.

**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:**

The Policy Committee met to review the Staff Recognition Guidelines. The work from the Policy Committee was referred to the By Laws Committee for further review with plans to bring the changes back to the full Board of Trustees at the October or November Regular meeting.

- F. Bylaws Committee: No Report**
- G. Executive Director Search Committee of the Whole:**  
The search is still ongoing.

## **12. SPECIAL COMMITTEE REPORTS**

None

## **13. UNFINISHED BUSINESS**

None

## **14. NEW BUSINESS**

### **A. Selection of Vice President**

President Corzine nominated Cindy Blank as Vice President to fill the vacancy due to the resignation of Trustee Ken Fuller.

Trustee Caudill moved:

**“To Approve Trustee Cindy Blank as Vice President until May 2021.”**

Trustee Stamoolis 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):**

### **B. Approval of 2019-2020 Amended Budget & Appropriations Ordinance**

Executive Interim Director Christianson explained the suggested amendments for the 2019-2020 Budget & Appropriations Ordinance.

Trustee Caudill moved:

**“To Approve Ordinance 20-09-01 An Ordinance Amending The Appropriation Ordinance For The Fiscal Year Beginning July 1, 2019 And Ending On June 30, 2020.”**

Trustee Stamoolis 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):**

### **C. Approval of 2020-2021 Budget & Appropriations Ordinance**

Executive Interim Director Christianson explained the 2020-2021 Budget & Appropriations Ordinance. She noted the slight change to the Public Notice wording the attorneys added due to the current COVID situation.

**Trustee Caudill moved:**

**“To Approve Ordinance 20-09-02 Combined Annual Budget And Appropriation Ordinance For Library Purposes For The Fiscal Year 2020-2021.”**

Trustee Stanonik 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):**

**D. Discussion of Investment Policy**

The Board discussed and reviewed the changes recommended by the attorneys based on the revisions the Board requested last meeting.

**Trustee Stamoolis moved:**

**“To Approve the Investment Policy with A Reviewed and Revised Date of September 2020 with the Sole Additional Correction on Page 6.”**

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):**

**E. Discussion of Library Hours for Election Day November 3, 2020**

Interim Executive Director Christianson explained the logistics of using the meeting room space for Election Day and recommended to the Board that the building close but the drive-up window remain open in order to safely accommodate the election.

**Trustee Hurst moved:**

**“To Approve the Modified Hours, Closing November 2<sup>nd</sup> at 5pm, Closed on Election Day, November 3<sup>rd</sup> and Reopening on November 4<sup>th</sup> at 10am. During That Time the Drive-Up Window Will Remain Open for Normal Business Hours.”**

Trustee Stamoolis 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):**

**F. Discussion of 2019-2020 and 2020- 2021 Action Plan**

Interim Executive Director Christianson provided a review of the 2019-2020 Action Plan and explained the additions to the 2020-2021 plan. The Board agreed with the changes but decided to leave the plan as a living document until a new Executive Director is hired.

**G. Discussion of Board Self-Evaluation**

The Board reviewed and discussed the results of the Board Self-Evaluation.

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

No information is published at this time but will continue to show up on the agenda until we have more information.

**I. Discussion of CARES Act**

Interim Executive Director Christianson explained the CARES Act and how libraries can apply for refunds for COVID related expenses. The first request date is October 15, 2020.

**Trustee Stamoolis moved:**

**“To Approve the Intergovernmental Agreement COVID 19 Relief fund.”**

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):**

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

No new updates were provided aside from information given in the Director’s Report.

**K. Approval of Trustee Expense Reports**

None

**L. Building and Grounds Critical Issues**

None

**15. A. EXECUTIVE SESSION FOR THE DISCUSSION OF PERSONNEL MATTERS 5ILCS 120/2(c)(1)**

At 9:09 p.m., Trustee Blank moved:

**“To Go into Executive Session for The Discussion Of Personnel Matters 5ILCS 120/2 (c)(1).”**

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):**

At 9:48 p.m., the Board returned to open session. President Corzine called the open session to order.

The following Trustees were present in person: Corzine, Stanonik

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

Absent:

Staff present in person: Interim Executive Director Christianson,

Staff present via Zoom: M. Creel, N. Chiappetta

Guest present via Zoom:

- 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 9:50 p.m. Trustee Stamoolis moved.

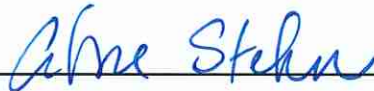
**“TO ADJOURN.”**

Trustee Hurst 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):**

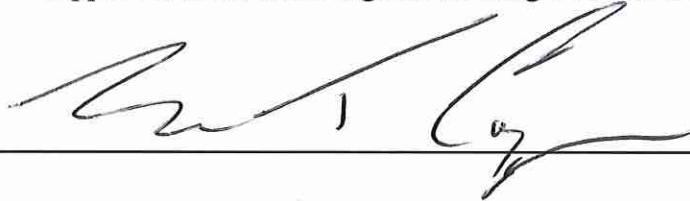
**ABSTAIN (0):**



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Crystal Steker, Secretary

Approved at the next Regular Meeting of October 20, 2020



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Eric Corzine, President