

REGULAR MEETING MINUTES

June 15, 2021

6:00 p.m. Meeting Room

Members of the public are welcome to attend in person, or you can view the meeting online via:
<https://us02web.zoom.us/j/81868253169?pwd=aTg4TnFINVV6bjNnb0xSZ1R3TGU5dz09>

- Passcode: 033629
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1) REGULAR MEETING – CALL TO ORDER

At 6:00 p.m. President Steker called the Regular Meeting to order.

2) ROLL CALL

Trustees present in person: Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

Absent:

Staff present in person: Executive Director L. Rosenthal, M. Povilonis, D. Bryzelak

Staff viewing via Zoom: C. Pedersen, C. Wagner, N. Ziarnik, M. Keegan, V. Stern

Guest present in person:

Guest viewing via Zoom:

3) PUBLIC COMMENT

None

4) ADJUSTMENTS TO THE AGENDA

None

5) CONSENT AGENDA

a) Approval of the Minutes of the Regular Meeting May 18, 2021

b) NSDC / Overdrive invoice

c) Technology Use Policy

Trustee Caudill moved:

“To Approve The Consent Agenda As Presented.”

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

Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

ABSENT (0):

ABSTAIN (0):

6) APPROVAL OF ITEMS MOVED FROM CONSENT AGENDA

7) TRUSTEE REPORTS/COMMENTS

Trustee Blank commented that the parking lot looks great after the repaving and striping project.

President Steker said she appreciated Trustee Silcroft for accepting the role of RAILS Liaison. She also mentioned she was inspired by the BAJA SAE Race Team and thanked Executive Director Rosenthal for the coordination of the Off-Road Vehicle Road Race Demo that took place on June 5, 2021, at the library.

Trustee Hurst attended the backyard birds program and enjoyed it. She also loves the Stress Less Kits and feels like it is a gift each time she picks one up.

Trustee McCauley spoke about the details of the Ela Peace Project that is taking place in Lake Zurich. The intent of the project is to erect a Peace Pole with the message “may peace prevail on Earth” through the help of donations. The Peace Pole will be built next to the Ela Historical Society Museum.

8) TREASURER’S REPORT

a) May 2021

Trustee Caudill moved:

“To Approve the May 2021 Expenditures As Authorized With The Balance Of The Reports To Be Filed For Audit.”

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

AYES (7): Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

ABSENT (0):

ABSTAIN (0):

9) CORRESPONDENCE AND COMMUNICATIONS

The communications folder was made available to the Trustees at the meeting.

10) EXECUTIVE DIRECTOR’S REPORT

a) May 2021

b) Training Hours

c) Action Plan (2020/2021)

Executive Director Rosenthal updated her report to share that the Library received the anticipated refund of \$1,797 as a result of the Worker’s Compensation audit in May. She reported that the annual Performance Evaluation process has been completed for FY2021, with raises scheduled to begin in July pending approval of the FY2022 Working Budget.

She also informed the Board of her goal to highlight the Board of Trustees in the September edition of Footnotes. The focus will be to inform the taxpayers of all the fiscal decisions that have been made on their behalf showing a continued pattern of fiscal responsibility.

Trustees were polled to determine the need for laptops for every trustee at the meeting, since paper copies of the board packet are available already. Some trustees bring their own equipment so it was determined that future meetings will include 3 laptops only.

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: No Report**
- g) Executive Director Review Committee: No Report**

12) SPECIAL COMMITTEE REPORTS

13) UNFINISHED BUSINESS

14) NEW BUSINESS

a) FY2021-2022 Working Budget

Executive Director Rosenthal reviewed the budget process from first finance committee meeting to today and reviewed the packet documents that provided a summary of the working budget that was provided at the last meeting.

Trustee Blank moved:

“To Approve the FY2022 Working Budget In The Amount of \$6,442,408.94.”

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

AYES (7): Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

ABSENT (0):

ABSTAIN (0):

b) Site & Building Fund Levy Ordinance 21-06-01

Executive Director Rosenthal described in detail the purpose of this ordinance and reiterated that the use of the word “additional” is the required ordinance language but can be misleading, because while the levy is designated as a specific use for the library building and equipment, these revenues are subject to PTELL and are included in the total levy amount that is legally permissible. She wanted to make it clear that this is not an additional tax and by deciding to levy an additional amount into Site and Building, would mean we must reduce the amount being levied into the other funds by that same amount.

Trustee Corzine moved:

“To Approve Ordinance NO. 21-06-01 To Levy An Additional Tax Of .02 Percent Of The Value Of All Taxable Property In The District For The Purchase Of Sites And Buildings, The Construction And Equipment Of Buildings, The Rental Of

Buildings Required For Library Purposes, And Maintenance, Repairs, And Alterations Of Library Building And Equipment For The Fiscal Year 2021/2022.”

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

AYES (6): Blank, Caudill, Corzine, McCauley, Silcroft, Steker

NAYES (1): Hurst

ABSENT (0):

ABSTAIN (0):

c) Ordinance Authorizing Transfer of Funds to Special Reserve Fund 21-06-02

Executive Director Rosenthal reiterated our Policy specifies the library should maintain no less than 3 months and no more than 12 months of balance in the General Fund at the end of the fiscal year, and she worked with Treasurer Blank to determine the amount of the transfer. Based on the balance as of 6/30/2020 and projected balance on 6/30/2021, it is recommended that \$1,500,000 be transferred from the General Fund to the Special Reserve Fund to be used for future capital projects.

Trustee Caudill moved:

“To Approve Ordinance NO. 21-06-02 Authorizing the Transfer of \$1,500,000 From The General Fund To The Special Reserve Fund.”

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

AYES (7): Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

ABSENT (0):

ABSTAIN (0):

d) Amended B&A Ordinance

Executive Director Rosenthal explained as the library ends this fiscal year there are some areas where expenditures are expected to exceed the appropriated amounts, and other areas that underspend, so by filing the amended B&A ordinance enables the library to update the appropriated areas so actuals comply with fiscal year 2021.

Trustee Corzine moved:

“To Approve Ordinance NO. 21-06-03 Amending the Appropriation Ordinance For The Fiscal Year Beginning July 1, 2020 And Ending On June 30, 2021.”

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

AYES (7): Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

ABSENT (0):

ABSTAIN (0):

e) Cleaning Contract

Trustee Blank moved:

“To Authorize The Executive Director To Enter Into An Agreement With SP and Son Building Services Corp For Cleaning Services In the Amount of \$3,400 Per Month.”

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

AYES (7): Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

ABSENT (0):

ABSTAIN (0):

f) Revised Note 8 to FY2020 Audit

Executive Director Rosenthal informed the Board that the new language in Note 8 of the 2020 audit more accurately reflects what took place.

Trustee Hurst moved:

“To Accept The Revised FY2020 Audit, With Expanded Language In Note 8.”

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

AYES (7): Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

ABSENT (0):

ABSTAIN (0):

g) Updates to the Employee Handbook

Executive Director Rosenthal outlined the proposed changes and described that there were not substantial changes but now closely adheres to the procedures being followed.

Trustee Caudill moved:

“To Approve Updates To The Employee Handbook As Presented In Exhibit 14.G.”

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

AYES (7): Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

ABSENT (0):

ABSTAIN (0):

h) Board Self Evaluation

Trustee Corzine led the discussion on the results of the Board Evaluations. It was agreed that Executive Director Rosenthal would add legislative issues to her monthly report to the Board based on question 6 of the evaluation. The Board agreed to remove question 8 from the evaluation due to their plan for recruiting quality people to run for the Board. The Board also agreed to remove question 51.

i) Approval of Trustee Expense Reports

None

j) Building and Grounds Critical Issues

None

15) EXECUTIVE SESSION

a) EXECUTIVE SESSION FOR THE DISCUSSION OF PERSONNEL MATTERS BY 5 ILCS 120/2(c)(1)

At 7:38 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, McCauley, Silcroft, Steker

ABSENT (0):

ABSTAIN (0):

At 8:25 p.m., the Board returned to open session. President Steker called the open session to order.

The following Trustees were present in person: Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

Absent:

Staff present in person: Executive Director Rosenthal

Staff viewing via Zoom: C. Pedersen

Guest viewing 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) NEW BUSINESS (CONTINUED)

a) Executive Director Compensation

Trustee Caudill moved:

“To Approve The Annual Merit Increase And Compensation Affective July 1, 2021, For Executive Director Lauren Rosenthal As Determined By Board Consensus In Executive Session.”

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

AYES (7): Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

ABSENT (0):

ABSTAIN (0):

17) ADJOURNMENT

At 8:26 p.m. Trustee Hurst moved:

“TO ADJOURN.”

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

AYES (7): Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

ABSENT (0):

ABSTAIN (0):

Cathy McCauley, Secretary
Approved at the next Regular Meeting of July 20, 2021

Crystal Steker, President