

Ela Area Public Library District _____ **BOARD OF TRUSTEES**

REGULAR MEETING MINUTES Draft
November 18, 2025
6:00p.m. 2nd Floor Conference Room

1. REGULAR MEETING – CALL TO ORDER

President McCauley called the meeting to order at 6:00pm

2. ROLL CALL

Trustees Present: Birner, Caudill, Gira, Steker, Sucec, Suykerbuyk, McCauley
A quorum is present.

Staff Attendance: Executive Director E. Christianson, Executive Assistant D. McGuire,
Deputy Director N. Ziarnik, Business Manager K. Bondi

Public Attendance: M. Adamski - Lauterbach & Amen, 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 6:00 p.m.

4. ADJUSTMENTS TO THE AGENDA

5. NEW BUSINESS I

A. FY2025 Annual Comprehensive Financial Report (ACFR) Presentation – Lauterbach & Amen (Document)

B. Accept FY2025 ACFR as Presented (Action)

Trustee Suykerbuyk moved:

“To accept the FY2025 ACFR as presented.”

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

AYES(7): Birner, Caudill, Gira, Steker, Sucec, Suykerbuyk, McCauley

NAYS(0):

ABSTAIN(0):

6. CONSENT AGENDA

A. Approval of the Minutes of the Regular Meeting October 21, 2025 (Document)

Trustee Steker moved:

“To approve the Consent Agenda.”

Trustee Caudill seconded the motion and it passed on a unanimous voice vote of all trustees present.

AYES(7): Birner, Caudill, Gira, Steker, Sucec, Suykerbuyk, McCauley

NAYS(0):

ABSTAIN(0):

- 7. APPROVAL OF ITEMS MOVED FROM CONSENT AGENDA**
- 8. TREASURER'S REPORT**
 - A. October 2025 (Document)

Trustee Gira moved:
“To approve the October 2025 expenditures as authorized with the balance of the reports to be filed for audit.”
Trustee Birner seconded the motion and it passed on a unanimous roll call vote of all trustees present.

AYES(7): Birner, Caudill, Gira, Steker, Sucec, Suykerbuyk, McCauley
NAYS(0):
ABSTAIN(0):
- 9. TRUSTEE REPORTS/COMMENTS**
 - A. ILA Reports
Trustees Birner, Gira, Suykerbuyk, and McCauley commented on the sessions that they attended at the Illinois Library Association Annual Conference. Program sessions included the Mock Board Meeting, Social Media, Intellectual Freedom for Trustees, ILead, Belonging, and Advocacy. Trustees appreciated the opportunity and found it beneficial.
- 10. CORRESPONDENCE AND COMMUNICATIONS**
- 11. EXECUTIVE DIRECTOR'S REPORT**
 - A. October 2025 Librarians' Report
 - B. Action Plan FY25/26
- 12. SPECIAL COMMITTEE & LIAISON REPORTS**
 - A. Executive Director Review (EDR) Liaison (President McCauley)
 - B. Personnel Liaison (Vice-President Caudill)
 - C. Finance Liaison (Treasurer Suykerbuyk)
 - D. Building & Grounds Liaison (Trustee Steker)
 - E. Bylaws & Policy Liaison (Trustee Sucec)
 - F. RAILS Liaison (Trustee Gira)
 - G. Foundation Liaison (Trustee Caudill)
- 13. UNFINISHED BUSINESS**
 - A. Identity Protection Act Policy (Document + Action)
Trustee Steker moved:
“To approve the Identity Protection Act Policy with a reviewed and revised date of 11/25.
Trustee Caudill seconded the motion and it passed on a unanimous roll call vote of all trustees present.

AYES(7): Birner, Caudill, Gira, Steker, Sucec, Suykerbuyk, McCauley

NAYS(7):

ABSTAIN(7):

B. Approve the Secretary's Report of the Closed Session Minutes Review and Recommendation regarding destruction of all audio recordings made prior to April 1, 2024 (Document + Action)

Trustee Caudill moved:

"To approve the Secretary's Report of the Closed Session Minutes Review and Recommendation regarding destruction of all audio recordings made prior to April 1, 2024"

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

AYES(7): Birner, Caudill, Gira, Steker, Sucec, Suykerbuyk, McCauley

NAYS(0):

ABSTAIN(0):

14. NEW BUSINESS II

A. Approve Ordinance 25-11-01 Levying Taxes for Library Purposes for FY2026/2027 (Document + Action)

Trustee Caudill moved:

"To approve Ordinance 25-11-01, an ordinance levying taxes for library purposes for the fiscal year 2026/2027 for the Ela Area Public Library District, Lake County, Illinois in the amount of \$7,714,000.

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

AYES(7): Birner, Caudill, Gira, Steker, Sucec, Suykerbuyk, McCauley

NAYS(0):

ABSTAIN(0):

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

Trustee Gira moved:

"To approve the Annual Report of Receipts and Disbursements as presented.

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

AYES(7): Birner, Caudill, Gira, Steker, Sucec, Suykerbuyk, McCauley

NAYS(0):

ABSTAIN(0):

C. Board Self-Evaluation Discussion

D. Review and Approve Conference Room Policy (Document + Action)

Trustee Suykerbuyk moved:

"To approve the Conference Room Policy with a reviewed and revised date of 11/2025 as amended.

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

AYES(7): Birner, Caudill, Gira, Steker, Sucec, Suykerbuyk, McCauley

NAYS(0):

ABSTAIN(0):

E. Approval of Trustee Expense Reports (Action) none

F. Building and Grounds Critical Issues (Action) none

15. ADJOURN TO EXECUTIVE SESSION

- A. EXECUTIVE SESSION FOR THE DISCUSSION OF PERSONNEL MATTERS BY 5ILCS 120/29(c)(1) none
- B. EXECUTIVE SESSION FOR THE DISCUSSION OF PENDING, PROBABLE, OR IMMINENT LITIGATION AS ALLOWED BY 5ILCS 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

16. ROLL CALL (If returning from Executive Session)

17. ADJOURNMENT

Adjournment at 8:19pm

Trustee Caudill moved:

“To adjourn.”

Trustee Gira seconded the motion and it passed on a unanimous voice vote of all trustees present.

AYES (7): Birner, Caudill, Gira, Steker, Sucec, Suykerbuyk, McCauley

NAYS (0):

ABSTAIN (0):

Betty Birner, Secretary

Approved at the next Regular Meeting of January 20, 2026

Cathy McCauley, President