

**REGULAR MEETING MINUTES**

**April 15, 2025**

**6:00 p.m. 2<sup>nd</sup> 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, K. Bondi.

Public Attendance: Adam Gira, Betty Birner, Karol Sucec, Scott 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**

Due to the length of the agenda, Director Christianson removed items 13. C Public Outdoor Space Policy and 13. D Display, Exhibits, and Charitable Collections Policy to the next meeting.

**5. CONSENT AGENDA ACTION**

A. Approval of the Minutes of the Regular Meeting March 18, 2025 (Document)

B. Approval of the Minutes of the Committee of the Whole (EDR) April 8, 2025

C. Approval of the Minutes of the Closed Session of the Committee of the Whole (EDR) April 8, 2025.

D. Approval of the Secretary's report of the Closed Session Minutes review and destruction of all audio recordings made prior to October 1, 2023 (Document)

Trustee Caudill moved:

"To approve the Consent Agenda."

Trustee Silcroft 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):

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

Note: If Closed Session Minutes are removed from Consent Agenda for discussion, this must take place in Closed Session. But the current Secretary's recommendation to keep minutes closed may be approved as part of the Consent Agenda.

**7. TRUSTEE REPORTS/COMMENTS**

Trustee Suykerbuyk commented on another library touring our model Technical Service

Department.

Trustee Silcroft commented on the “Community Outreach Organizations” flyer created by the Reference department which shows available community resources such as local food pantries, local housing and mental health resources; the State of Illinois is now providing traveling notary services for seniors.

Trustee McCauley mentioned the IMLS Advocacy Pulse Page and upcoming RAILS free webinars, and the positive patron feedback regarding the scooter for patron usage.

## **8. TREASURER’S REPORT**

A. March 2025 (Document)

Suggested Motion: I move to approve the March 2025 expenditures as authorized with the balance of the reports to be filed for audit.

Trustee Caudill moved:

“To approve the March 2025 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):

## **9. CORRESPONDENCE AND COMMUNICATIONS**

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

A. March 2025 Librarians’ Report (Document)

B. Update: FY26 Capital Projects

C. Action Plan FY25 (Document)

## **11. SPECIAL COMMITTEE & LIAISON REPORTS**

A. Executive Director Review (EDR) Liaison (President Steker) Trustee Steker stated there will be a closed session tonight to discuss the Executive Director Review.

B. Personnel Liaison (Vice-President McCauley)

C. Finance Liaison (Treasurer Corzine)

D. Building & Grounds Liaison (Trustee Timm)

E. Bylaws & Policy Liaison (Trustee Suykerbuyk)

F. RAILS Liaison (Trustee Silcroft) Trustee Silcroft talked about library funding. There are three open seats.

G. Foundation Liaison (Trustee Caudill)

## **12. UNFINISHED BUSINESS**

A. Action Plan FY2026 (Document + Action)

Trustee Steker made the following suggestions:

Page 64, #5 – “Make onboarding process easier and more effective for new board members.”

Deliverables – “Current process gets reviewed, expanded and strengthened through a collaborative effort between administration and board. Processes documented and a 6-month

check-in with new Trustees is performed.”

Trustee Corzine moved:

“To accept the FY2026 Action Plan as amended.”

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):

**B. Trustee Orientation (Document)**

Director Christianson stated there will be a few changes made to the document. The iLead link will be added to the document. Meetings will be set up with each Trustee-Elect.

Trustee Suykerbuyk suggested having a brief written description of each library department in the Orientation document.

Trustee Caudill suggested an organization chart and stated iLead has Saturday workshops.

**13. NEW BUSINESS**

**A. LIMRiCC IGA Update (Document + Action)**

Trustee McCauley moved:

“To approve the Intergovernmental Agreement with LIMRiCC as presented.”

Trustee Caudill 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):

**B. Children’s Program Room Operable Wall (Document + Action)**

Trustee Steker asked about a warranty. What happens if there is unforeseen damage?

Trustee Caudill moved:

“To approve the purchasing and installation of a new operable wall by Folding Partition Services for the Children’s Program Room at a cost not to exceed \$22,000.”

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):

C. Public Outdoor Space Policy (Document + Action) - postponed

D. Display, Exhibits, and Charitable Collections Policy (Document + Action) - postponed

E. Architect’s Agreement (Engberg Anderson, Inc) - HVAC Equipment/Controls Replacement (Document + Action)

Trustee McCauley moved:

“To approve the Standard Form of Agreement Between Owner and Architect, Construction Manager as Construction Edition, with Engberg Anderson, Inc. for the FY26 HVAC Replacement Project pending contract review and approval by the library attorney prior to the library entering into the agreement.”

Trustee Corzine 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):

F. Resolution Honoring Trustee Mary Silcroft (Document + Action)

Trustee McCauley moved:

“To approve the Tribute Resolution Recognizing Trustee Mary Silcroft for her numerous contributions to the Library and honor her today for her dedicated service.”

Trustee Timm seconded this motion and it passed on a roll call vote of all trustees present.

AYES (6): Caudill, Corzine, McCauley, Steker, Suykerbuyk, Timm

NAYES (0):

ABSTAIN (1): Silcroft

G. Resolution Honoring Trustee Alicia Timm (Document + Action)

Trustee Silcroft moved:

“To approve the Tribute Resolution Recognizing Trustee Alicia Timm for her numerous contributions to the Library and honor her today for her dedicated service.”

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

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

NAYES (0):

ABSTAIN (1): Timm

H. Resolution Honoring Trustee Eric Corzine (Document + Action)

Trustee Caudill moved:

“To approve the Tribute Resolution Recognizing Trustee Eric Corzine for his numerous contributions to the Library and honor him today for his dedicated service.”

Trustee Steker seconded this motion and it passed on a roll call vote of all trustees present.

AYES (6): Caudill, Corzine, McCauley, Silcroft, Steker, Suykerbuyk, Timm

NAYES (0):

ABSTAIN (1): Corzine

A. Approval of Trustee Expense Reports (Action)

B. Building and Grounds Critical Issues (Action)

**2. ADJOURN TO EXECUTIVE SESSION**

A. EXECUTIVE SESSION FOR THE DISCUSSION OF PERSONNELMATTERS BY  
5 ILCS 120/2(c)(1)

Trustee Caudill moved:

“That we would enter executive session for the discussion of personnel matters pursuant to 5 ILCS 120/2(c)(1) for the purpose of discussing Executive Director Review.”

Trustee Silcroft 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):

The motion has passed and the time is 7:16pm

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)

**3. ROLL CALL (If returning from Executive Session)**

We are reconvening the regular meeting of the Board of Trustees at 8:51pm in the 2<sup>nd</sup> Floor Conference Room. We have Director Erica Christianson with us.

**4. NEW BUSINESS (CONTINUED)**

K. Executive Director Evaluation & Compensation (Action)

Trustee Caudill moved:

“To approve the annual merit increase in compensation effective July 1, 2025 for Executive Director Erica Christianson as determined by the board consensus in Executive Session.”

Trustee Corzine 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):

**5. ADJOURNMENT**

Adjournment at 8:53

Trustee Caudill moved:

“To adjourn.”

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):

---

Kathy Caudill, Secretary Pro Tem  
Approved at the next Regular Meeting of May 20, 2025

---

Crystal Steker, President