

**REGULAR MEETING MINUTES**

April 19, 2022

6:00 p.m. Meeting Room

In Person at Ela Area Public Library

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

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

**2. ROLL CALL**

Trustees present: Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker.

A quorum is present.

Staff present: Executive Director L. Rosenthal, E. Christianson, M. Povilonis, D.

McGuire

Guests Present: Tiffany Nash, Dan Port, Tom McGrath, S. Harrod

**3. PUBLIC COMMENT**

None

**4. ADJUSTMENTS TO THE AGENDA**

10.A and 10.B were moved ahead on the Agenda.

**5. CONSENT AGENDA**

Trustee Hurst requested to remove 5B from the Consent Agenda

Trustee Caudill moved:

**“To approve the Consent Agenda items A, C, D and E.”**

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

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

NAYES (0):

ABSTAIN (0):

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

Trustee Blank moved:

**“To approve the minutes of the Finance Committee March 28, 2022”**

Trustee Caudill seconded the motion and the motion passed.

AYES (5): Blank, Caudill, Corzine, Silcroft, Steker

NAYES (0):

ABSTAIN (2): Hurst, McCauley

7. **TRUSTEE REPORTS/COMMENTS**

Items discussed:

- Positive comments on the Peeps craft displayed in the library.
- Appreciate using a local business for the ukuleles.
- Excited there is a chessboard upstairs in the public area for use.

A. EDR Update

- Discussed the timeline and forms to be used.
- President Steker will attend the Department Heads meeting April 27, 2022 to explain the process and solicit feedback.
- EDR Committee will meet 5/10/2022.
- Closed session meeting will be held during the next regular board meeting 5/17/22.

8. **TREASURER'S REPORT**

A. April 2022 (Document)

Trustee Corzine moved:

**“To approve the March 2022 expenditures as authorized with the balance of the report to be filed with audit.”**

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

NA YES (0):

ABSTAIN (0):

9. **CORRESPONDENCE AND COMMUNICATIONS**

None

10. **EXECUTIVE DIRECTOR'S REPORT**

A. Architects' updates – discussed in further detail design of library

B. Construction Manager's updates – cost estimates.

C. IMRF update. IMRF posted a return of 16.6% in 2021, making it 98.8% funded. The library has more Tier 2 than Tier 1 employees now.

D. Recapture Levy – Lake County Treasurer Holly Kim explained units of government will have more notice regarding the Recapture Levy next year, in case they want to abate a portion of their regular levy (since they cannot abate the Recapture Levy).

E. Statement of Economic Interests – last day to file is April 30

F. March 2022 (Document)

G. Action Plan FY2022 (Document)

H. Training – Staff received 1500 training hours

**11. STANDING COMMITTEE REPORTS**

- A. Building & Grounds Committee (Trustees Hurst, Corzine & Silcroft) None
- B. Finance Committee (Trustees Blank, Corzine & Steker) Minutes included in board packet, Working Budget in Exhibit 10.A.
- C. Nominating Committee (Trustees Corzine, Hurst & Silcroft) None
- D. Personnel Committee (Trustees Silcroft, Caudill & McCauley) None
- E. Policy Committee (Trustees Silcroft, Caudill & McCauley) None
- F. Bylaws Committee (Trustees Caudill, Hurst & McCauley) Minutes included in board packet, updates in Exhibit 10.E.
- G. Executive Director Review (EDR) Committee (Trustees Steker, Caudill & Blank) None
- H. RAILS Liaison (Trustee Silcroft) Discussed "Explore More Illinois" passes
- I. Foundation Liaison (Trustee Caudill) None

**12. SPECIAL COMMITTEE REPORTS**

**13. UNFINISHED BUSINESS**

**14. NEW BUSINESS**

**A. FY2023 Working Budget DRAFT (Document)**

At the March 29 Finance Committee meeting the following parameters were set:

1. Present a deficit budget of \$3,750,000 which includes \$3,500,000 for the upcoming remodel project plus \$250,000 for a new sorter concurrent with the project. With the exception of these large Capital projects, the budget will be balanced across all funds for Operating Expenditures.
2. Increase the Salary budget 5.49%, from \$3,385,042 to \$3,571,000.
3. No levy into the Site & Building Fund in fall 2023, which means skipping the Site & Building Fund Levy Ordinance this spring.

The proposed budget, meeting these requirements, was presented for discussion. The April Board meeting is first reading, with planned final adoption at the May Board meeting.

**B. Salary Scale FY2023 (Document + Action)**

Trustee Caudill moved:

**"To approve the updated salary scale with an effective date of 7/1/2022."**

Trustee McCauley seconded the motion and it carried on a roll call vote of all trustees present.

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

NAYES (0):

ABSTAIN (1): Hurst

**C. Strategic Plan – Community Survey DRAFT (Document)**

The draft community survey was discussed, with recommended additions and updates. The updated survey will be released to the public in May.

**D. Action Plan (Document + Action)**

Trustee Hurst moved:

**“To accept the FY23 Action Plan as presented.”**

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

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

NAYES (0):

ABSTAIN (0):

**E. Bylaws Update – first reading (Document)**

The Bylaws Committee met on March 29, 2022 and recommend the following changes. General updates for formatting and punctuation were made. The additional Library Organization Liaison position of “Foundation Liaison” was added. Section 4-3, subsections B and C were deleted. Section 4-4 was deleted in its entirety. Section V was deleted in its entirety. Sections are renumbered to compensate for deleted sections. Appendices A and E were updated per current revisions.

The April Board meeting is first reading, with planned final adoption at the May Board meeting.

**F. SWALCO Textile Recycling Bin Program – IGA (Document + Action)**

Trustee Corzine moved:

**“To adopt the Intergovernmental Agreement (IGA) by and between the Library and the Solid Waste Agency of Lake County (SWALCO) regarding the library hosting and maintaining a site to collect clothing and textiles.”**

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

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

NAYES (0):

ABSTAIN (0):

**G. Approval of employee Travel and Expense reimbursements for the Public Library Association (PLA) Conference March 22-25, 2022 (Document + Action)**

Trustee Blank moved:

**“To approve staff hotel expenses incurred for lodging during the 2022 PLA conference in Portland, Oregon as described in exhibit 14.G.”**

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  
NAYES (0):  
ABSTAIN (0):

H. Approval of Trustee Expense Reports  
I. Building Grounds Critical Issues

15. **ADJOURN TO EXECUTIVE SESSION**  
A. **EXECUTIVE SESSION FOR THE DISCUSSION OF PERSONNEL MATTERS**  
SILCS 120/2(c)(1) None  
B. **EXECUTIVE SESSION FOR THE DISCUSSION OF PENDING, PROBABLE,  
OR IMMINENT LITIGATION AS ALLOWED BY SILCS 120/2(c)(11) None**  
C. **EXECUTIVE SESSION FOR THE DISCUSSION OF EXECUTIVE SESSION  
MINUTES AS ALLOWED BY SILCS 120/2(c)(21) None**
16. **ROLL CALL (If returning from Executive Session) None**
17. **ADJOURNMENT**  
Adjournment at 9:25pm  
Trustee Hurst moved:  
"To Adjourn"  
Trustee Blank seconded the motion and it carried on a unanimous vote of all  
trustees present.  
AYES (7): Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker  
NAYES (0):  
ABSTAIN (0):

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Cathy McCauley, Secretary  
Approved at the next Regular Meeting of May 17, 2022

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Crystal Steker, President

