

REGULAR MEETING MINUTES
February 17, 2026
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, Adult Reference Department Head M. Keegan

Public Attendance: T. Nash - Product Architecture and Design, 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. Carpet & 2nd Floor Refurbishment Project Presentation – Product Architecture (Document) T. Nash provided an overview of the carpet & 2nd floor plans and furnishings.

6. CONSENT AGENDA

- A. Approval of the Minutes of the Regular Meeting January 20, 2026 (Document)
- B. Approval of the Minutes of the Special Meeting Building & Grounds Critical Issues January 29, 2026 (Document)

Trustee Caudill moved:

“To approve the Consent Agenda.”

Trustee Suykerbuyk 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. January 2026 (Document)

Suggested Motion: I move to approve the January 2026 expenditures as authorized with the balance of the reports to be filed for audit.

Trustee Caudill moved:

“To approve the January 2026 expenditures as authorized with the balance of the reports to be filed for audit.”

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):

9. TRUSTEE REPORTS/COMMENTS

Trustee Suykerbuyk talked about the Sunny Day Fund.

Trustee Gira spoke about the ebook and audiobooks costs. Trustee Gira mentioned 2 House Bills introduced regarding these costs: HB5236 and HB5279.

Trustee Caudill mentioned Public Policy and Advocacy discussion on trustee training, the mission statement sign in the entrance foyer, and the opportunity to make genealogy appointments.

Trustee Steker commented on AI training, the “Eyes on The Universe” exhibit, the new desktops available to the public in the Children’s Department, and the over 3000 winter items collected by Warm Up Lake Zurich.

Trustee McCauley spoke about AI & the FY27 Action Plans and the digital displays which will be displaying directional information

10. CORRESPONDENCE AND COMMUNICATIONS

11. EXECUTIVE DIRECTOR’S REPORT

A. January 2026 Librarians’ Report (Document)

B. FY2026 Construction Update (Document)

C. Action Plan FY2026 (Document)

12. SPECIAL COMMITTEE & LIAISON REPORTS

A. Executive Director Review (EDR) Liaison (President McCauley)

- i) Timeline + Process (Document) President McCauley reviewed the timeline and process. At end of week an email will go out to the Executive Director and Trustees with the updated tools to provide the Executive Director evaluation. President McCauley will be meeting with the Department Heads to discuss their portion of the evaluation. They will have from March 4 – March 27 to respond. The Director will provide the Trustees with her self-evaluation by March 9th. President McCauley will be compiling the data using all the Trustee data, the Director’s and Manager’s feedback. The Trustees will then meet for a Closed Session on April 14, 2026. The date was confirmed by all Trustees present. The Trustees will then review the data and draft the evaluation. The final version will

be reviewed at the April 21 meeting. Two Trustees will then meet with the Executive Director to discuss the results of the evaluation.

- ii) Review Tools – Executive Director shared she has a job description which is available on the Board Intranet. President McCauley led a review of the tools including a discussion to better understand the numbering system and to assess questions related to meeting goals. Additionally, it was discussed that feedback from Department Heads could be used in goal development.

- 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) Comments stated in Trustee Report/Comments
- G. Foundation Liaison (Trustee Caudill)

13. UNFINISHED BUSINESS

- A. Board Self-Evaluation Discussion (Document)

14. NEW BUSINESS II

- A. Strategic Planning Process & Schedule (Document) – Timeline was reviewed. A Community Survey will be launched in late May.

- B. Approval of Landscape Maintenance Proposal (Document + Action)

Trustee Birner moved:

“To approve a two-year Landscape Maintenance Contract with American Landscaping, Inc. in the amount of \$17,888.

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 (0):

ABSTAIN (0):

- C. Approval Insurance Policy Renewal (Document + Action)

Trustee Caudill moved:

“To approve Relation Insurance Group to provide the Library’s Property Insurance, Cyber Liability, Business Auto, General Liability, Worker’s Compensation, Umbrella Liability, Directors & Officers Liability, and Crime policies for the term April 1, 2026, through April 1, 2027, at a total cost not to exceed \$53,250.”

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):

- D. Approval of Trustee Expense Reports (Action) none
- E. Building and Grounds Critical Issues (Action) none

15. ADJOURN TO EXECUTIVE SESSION

- A. EXECUTIVE SESSION FOR THE DISCUSSION OF PERSONNEL MATTERS BY 5 ILCS 120/2(c)(1) none
- B. EXECUTIVE SESSION FOR THE DISCUSSION OF PENDING, PROBABLE, OR IMMINENT LITIGATION AS ALLOWED BY 5 ILCS 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 8:17pm

Trustee Birner moved:
"To adjourn."

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):

Betty Birner, Secretary
Approved at the next Regular Meeting of March 18, 2026

Cathy McCauley, President