

**REGULAR MEETING MINUTES****February 15, 2022****6:00 p.m. Remote (via Zoom) Meeting at Ela Area Public Library**

Members of the public can listen by phone or view/listen online to the meeting using Zoom (zoom.us). Members of the public will be able to comment via Zoom during the Public Comment period. Public comments can also be emailed to the Board via email at [public.comments@eapl.org](mailto:public.comments@eapl.org). Comments for the Meeting that are received by 1pm Tuesday, February 15<sup>th</sup> will be read during the Public Comment period.

Join Zoom Meeting

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Passcode: 191061

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- phone - 877 853 5257 (Toll Free) or 888 475 4499 (Toll Free)
- When prompted, dial Webinar ID: 829 8726 5502

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

At 6:00pm President Steker called the Regular Meeting to order. Due to the Governor's Disaster Proclamation dated 2/4/22, and the Board President's determination that it is not feasible to hold an in person meeting due to the rates of COVID infection in this area, this meeting is being held remotely.

**2. ROLL CALL**

Trustees present remotely via Zoom: Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

Staff present in the Library: Executive Director L. Rosenthal,

Staff present via Zoom: E. Christianson, M. Povilonis, D. McGuire, C. Pedersen, M. Creel, N. Ziarnik

**3. PUBLIC COMMENT**

None

**4. ADJUSTMENTS TO THE AGENDA**

None

**5. CONSENT AGENDA**

**A.** Approval of the Minutes of the Regular Meeting January 18, 2022 (Document)

**B.** Approval of the Minutes of the Building and Grounds Committee Meeting February 1, 2022 (Document)

**C.** Approval of the Minutes of the Building and Grounds Committee Meeting February 7, 2022 (Document)

Items 5B and 5C were removed from the Consent Agenda.

Trustee Caudill Moved:

“To approve the minutes of the one remaining item on the Consent Agenda”

Trustee Corzine seconded the motion and it carried by unanimous roll call 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 item 5B, Committee Meeting Minutes”

Trustee Hurst seconded the motion

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

NAYES (0):

ABSTAIN (1): Blank

Trustee Blank moved:

“To approve item 5C with the one correction with Trustee Corzine absent”

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

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

NAYES (0):

ABSTAIN (0):

## **7. TRUSTEE REPORTS/COMMENTS**

Trustee Corzine inquired if the next Board meeting will be in-person in March. Director Rosenthal stated the most recent declaration was made on 2/4 by Gov. Pritzker. To continue remotely, another declaration would need to be made by March 6. President Steker believes the intention is to move to in-person meetings.

Trustee Blank commented on the 5 Star Report. Appreciated the comparison to the other four 5 Star libraries. The report tells a great story. Thankful to Director Rosenthal.

Trustee Hurst thankful to Director Rosenthal for working on the appeals process and intergovernmental agreement.

Trustee Caudill is thankful to Asst Director Christensen for reminding the Trustees re: the upcoming legislative meetup. One of the best attended meetups. Also, thankful for the recent information re: the three Trustee training programs provided by ILA. Registration is required. Encourages all Trustees to register.

Trustee McCauley commented on how much staff training is available; feels it is a real gift to the staff, patrons and ongoing education is very important. Keeps our library up to date; staff enthusiastic and caring about their work. Director Rosenthal credits Asst Director Christensen stating she has a demonstrated commitment to staff training, always prioritizes this and constantly brings new staff training ideas. The library staff is very well trained, and Erica is the reason why.

Trustee Steker commented on the Strategic Planning. Meeting will be held in April. Director Rosenthal feels it is prudent to do in-house. OpenGov has Open Town Hall Surveys. Plan is for Rosenthal and Christianson to put together a draft survey, then take to Dept Heads for feedback,

then to Board for further feedback. Discuss current demographic studies. If ok, release online survey in May for one month and hopefully have results by end of June. Release via social media and have a computer in-house for patrons to take survey.

**A. Executive Director Evaluation Form**

Trustee Steker discussed process. Encouraging all Trustees to participate since everyone takes pride in this process. Board President compiles the data from multiple sources, discuss amongst members and voted on at a Board meeting closed session, and results presented by at least two committee members to Executive Director. Plan is to gather staff input at the March 16 Department Head meeting, collected Trustee input, and discuss in May meeting closed session.

**8. TREASURER'S REPORT**

**A. January 2022 (Document)**

Trustee Caudill moved:

“To approve the January 2022 expenditures as authorized with the balance of the report 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): Hurst, McCauley, Silcroft, Blank, Caudill, Corzine, Steker

NAYES (0):

ABSTAIN (0):

**9. CORRESPONDENCE AND COMMUNICATIONS**

None

**10. EXECUTIVE DIRECTOR'S REPORT**

**A. Open Meetings Act training**

Trustees Corzine, Hurst, McCauley and Silcroft are required to take. Trustees Corzine and Silcroft have completed and provided certificates of completion to Director Rosenthal.

**B. Legislative Breakfast 2/21/2022**

**C. January 2022 (Document)**

Plan to replace current phone system with an updated system which offers more functionality for lower cost.

**D. Action Plan 2021/2022 (Document)**

None

Additional items reported on:

Director Rosenthal stated the Illinois General Assembly is considering legislation that would dramatically change how municipalities create and administer tax increment financing TIF Districts.

Appeal filed by the Ela Township, School District and EAPL requesting assessments get paused with regards to Kohl's tax appeal.

**11. STANDING COMMITTEE REPORTS**

**A. Finance Committee (Trustees Blank, Corzine & Steker) None**

**B. Building & Grounds Committee (Trustees Hurst, Corzine & Silcroft) Trustee Hurst: Had two committee meetings. First meeting reviewed RFQ's for potential contractors; Second meeting interviewed contractors and recommend proceeding with Lamp Inc.**

**C. Bylaws Committee (Trustees Caudill, Hurst & McCauley) Trustee Caudill recommends meeting**

in the next 2-3 months to review Bylaws.

- D.** Executive Director Review (EDR) Committee (Trustees Steker, Caudill & Blank) None
- E.** Personnel Committee (Trustee Silcroft, Caudill & McCauley) None
- F.** Policy Committee (Trustees McCauley, Blank & Steker) None
- G.** Nominating Committee (Trustees Corzine, Hurst & Silcroft) None
- H.** RAILS Liaison (Trustee Silcroft) RAILS completed Strategic Plan. Mission to connect libraries and bring into the future. Strengthen Illinois library community and expand services to all.
- I.** Foundation Liaison (Trustee Caudill) Trustee Caudill encouraged all board trustees to make a donation to the foundation in support.

**12. SPECIAL COMMITTEE REPORTS**

None

**13. UNFINISHED BUSINESS**

None

**14. NEW BUSINESS**

- A.** Ordinance to Set Schedule of Regular Board Meetings for Fiscal Year 2022/2023 (Document + Action)

Trustee Blank moved:

“To adopt Ordinance 22-02-01 setting the library meetings dates for the year July 1, 2022, through June 30, 2023.”

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

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

NAYES (0):

ABSTAIN (0):

- B.** Construction Manager agreement (Document at Meeting + Action)

None

- C.** Approval of Trustee Expense Reports (Action)

None

- D.** Building and Grounds Critical Issues (Action)

Due to supply chain issues, it took longer than anticipated to get the parts in to fix the generator that melted down due to weather in May 2021. Happily, most of the costs were reimbursed by the Library’s insurance:

\$ 40,267.48 TOTAL RENTAL AND REPAIRS EXPENDITURES

\$ 35,267.48 TOTAL INSURANCE REIMBURSEMENT

Trustee Blank moved:

“To approve invoice to Charles Equipment for generator repairs in the amount of \$25,000”

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

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

NAYES (0):

ABSTAIN (0):

**15. ADJOURN TO EXECUTIVE SESSION**

- A. EXECUTIVE SESSION FOR THE DISCUSSION OF PERSONNEL MATTERS 5ILCS 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)**

N/A

**17. ADJOURNMENT**

At 7:39 pm Trustee Hurst moved: "TO ADJOURN." Trustee Caudill seconded the motion and it carried on a unanimous roll call vote of 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 March 15, 2022

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Crystal Steker, President