

**REGULAR MEETING MINUTES**

**January 17, 2023**

**6:00 p.m. Meeting Room**

**In Person Meeting at Ela Area Public Library**

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

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

**2. ROLL CALL**

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

Trustees absent: Silcroft

A quorum is present.

Trustee Hurst resigned effective November 28, 2022.

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

McGuire, M. Walters, C. Wiser, N. Ziarnik,

Guests Present: Rachel Londberg, Lamp, Inc; Alicia Timm; Tracy Suykerbuyk;

Scott Harrod

**3. PUBLIC COMMENT**

Scott Harrod corrected spelling of his last name.

**4. ADJUSTMENTS TO THE AGENDA**

None

**5. CONSENT AGENDA**

Trustee Caudill requested we move the November minutes from the Consent Agenda to correct the spelling of Mr. Harrod's name.

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

A. Approval of the Minutes of the Regular Meeting November 15, 2022

Trustee Blank moved:

"To approve the Consent Agenda with the correction."

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

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

NAYES (0):

ABSTAIN (0):

**7. TRUSTEE REPORTS/COMMENTS**

Trustee Corzine happy to have a permanent home in the 2<sup>nd</sup> Floor Conference Room. Trustee Caudill and McCauley were very impressed with the decorated luminaries by patrons and staff for the kickoff of the EAPL 50<sup>th</sup> Anniversary celebration.

A 9-year-old patron made a wonderful poster specifically for this event. It was also her 9th birthday the same day and wanted to celebrate it at the library. Discussion ensued regarding sending a thank you or inviting patron to attend the next board meeting for an in-person thank you. Also discussed was a mention in Footnotes and/or recording in “Library Stories” specific to the 50<sup>th</sup> anniversary celebration.

## **8. TREASURER’S REPORT**

A. November 2022 (Document)

B. December 2022 (Document)

Trustee Caudill moved:

“To approve the November and December 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 (5): Blank, Caudill, Corzine, McCauley, Steker

NAYES (0):

ABSTAIN (0):

## **9. CORRESPONDENCE AND COMMUNICATIONS**

None

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

A. Department in Focus – Technical Services (Manager Michelle Walters)

Spoke about the life cycle of the books. Discussed individual teams’ responsibilities ie: Acquisitions, Catalog, Processing, Discards. Collection Maintenance, Financial Reports, Supply orders for library staff using Purchasing Requisition form. Team members also have individual opportunities such as: Adult video game selector, Library of Things, Strategic Planning Committee, tours, Story Time, EAPL book talks, mitten tree collection for charities, knitting group.

B. Construction Update

C. November 2022 Librarians’ Reports

D. December 2022 Librarians’ Reports

E. Action Plan FY2023

Discussed Ingram Collection Audit.

## **11. STANDING COMMITTEE REPORTS**

A. Finance Committee (Trustees Blank, Corzine & Steker)

B. Building & Grounds Committee (Trustees Corzine & Silcroft)

C. Bylaws Committee (Trustees Caudill & McCauley)

- D. Executive Director Review (EDR) Committee (Trustees Steker, Caudill & Blank)
- E. Personnel Committee (Trustees Silcroft, Caudill & McCauley)
- F. Policy Committee (Trustees McCauley, Blank & Steker)
- G. Nominating Committee (Trustees Corzine & Silcroft)
- H. RAILS Liaison (Trustee Silcroft)
- I. Foundation Liaison (Trustee Caudill) Patron passed away recently and friends and family are sending in donations. Have heard back from Mayor Pointon who would like to join the Foundation.

**12. SPECIAL COMMITTEE REPORTS**

- A. Strategic Planning Liaison (Trustee Corzine) Excited for presentation next month.

**13. UNFINISHED BUSINESS**

**14. NEW BUSINESS**

- A. Declaration of a Board Vacancy (Document + Action)

Trustee Blank moved:

“To adopt Resolution 23-01-01 declaring a library board trustee vacancy.”

Trustee Corzine seconded the motion and it carried on a unanimous roll call vote of all trustee’s present.

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

NAYES (0):

ABSTAIN (0):

**B. “Giants, Dragons and Unicorns” Exhibit (Document + Action)**

Trustee McCauley moved:

“To authorize the Director to enter into an agreement with the American Museum of Natural History to borrow the temporary exhibit “Giants, Dragons & Unicorns” in fall 2024 at a total cost not to exceed \$110,000.”

Trustee Caudill seconded the motion and it carried on a unanimous roll call vote of all trustee’s present.

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

NAYES (0):

ABSTAIN (0):

**C. J.A.B. Electronics – Keycard Entry Proposal (Document + Action)**

Trustee Corzine moved:

“To approve purchase of a new Library access control system at a cost of \$20,266.”

Trustee Blank seconded the motion and it carried on a unanimous roll call vote of all trustee’s present.

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

NAYES (0):  
ABSTAIN (0):

**D. MyPC Print Management Proposal (Document + Action)**

Trustee McCauley moved:

“To move to approve the purchase of MyPC Easy Booking Complete Print Management system at a cost not to exceed \$23,000.”

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

AYES (5): Blank, Caudill, Corzine, McCauley, Steker  
NAYES (0):  
ABSTAIN (0):

**E. Landscaping Contract (Document + Action)**

Trustee Blank moved:

“To authorize the Director to enter into an agreement with American Landscaping Inc. in an amount not to exceed \$15,704 for landscaping services in calendar year 2023.”

Trustee McCauley seconded the motion and it carried on a unanimous roll call vote of all trustee’s present.

AYES (5): Blank, Caudill, Corzine, McCauley, Steker  
NAYES (0):  
ABSTAIN (0):

**F. Freegal Invoice (Document + Action)**

Trustee Caudill moved:

“To move to approve payment to Library Ideas LLC for Freegal downloadable and streaming music in the amount of \$18,900.”

Trustee Blank seconded the motion and it carried on a unanimous roll call vote of all trustee’s present.

AYES (5): Blank, Caudill, Corzine, McCauley, Steker  
NAYES (0):  
ABSTAIN (0):

**G. Sponsorship/Partnership Policy (Document + Action)**

Trustee Corzine moved:

“To move to approve Sponsorship/Partnership Policy 1.3 with a reviewed and revised date of January, 2023.”

Trustee Caudill seconded the motion and it carried on a unanimous roll call vote of all trustee’s present.

AYES (5): Blank, Caudill, Corzine, McCauley, Steker  
NAYES (0):

ABSTAIN (0):

**H. Approval of Trustee Expense Reports (Action)**

None

**I. Building and Grounds Critical Issues (Action)**

None

**15. ADJOURNMENT**

At 7:31 p.m. Trustee Caudill moved:

“To Adjourn.”

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

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

NAYES (0):

ABSTAIN (0):

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**Cathy McCauley, Secretary**

**Approved at the next Regular Meeting of February 21, 2023**

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**Crystal Steker, President**