

REGULAR MEETING MINUTES

January 18, 2022

6:00 p.m. Meeting Room

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. Comments for the Meeting that are received by 1pm Tuesday, January 18th will be read during the Public Comment period.

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/87205574578?pwd=dnUzVWc0M3NlOGMydHlmdDdjUlodz09>

- Passcode: 258438
- For those who want to listen via phone, please use the following telephone number:
- Phone – 877 853 5257 (Toll Free) or 888 475 4499 (Toll Free)
- When prompted, dial Webinar ID: 872 0557 4578

1. REGULAR MEETING - CALL TO ORDER

At 6:01pm President Steker called the Regular Meeting to order. Due to the Governor's Disaster Proclamation dated 1/07/22, and the Board President's determination that it is not feasible to hold an in person meeting due to the rate of COVID infection in this area, this meeting dated January 18, 2022, is being held remotely.

2. ROLL CALL

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

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

Staff present via Zoom: C. Pedersen E. Christianson, M. Povilonis, D. McGuire (arrived 6:09)

Guests present via Zoom: P. Harrod, C. Wagner

3. PUBLIC COMMENT

None

4. ADJUSTMENTS TO THE AGENDA

None

5. CONSENT AGENDA

Trustee Caudill Moved:

“To approve the Consent Agenda As Presented.”

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

AYES (6): Blank, Caudill, Hurst, McCauley, Silcroft, Steker
NAYES (0):
ABSTAIN (0):

6. APPROVAL OF ITEMS MOVED FROM CONSENT AGENDA

7. TRUSTEE REPORTS/COMMENTS

Trustee Hurst likes the donations of historical newspapers. Goodbye to the Outreach Coordinator. She will be missed. Christy Wagner sent a card to the Board of Trustees; card will go in the Communication envelope for Trustees to read.

Trustee Caudill was pleased to read that Foundation envelopes are coming in, glad to see Foundation is in place and people have responded.

Trustee McCauley liked the Teen Librarian report. Glad to see mental health resources were mentioned, advocate with teens and make stronger connections with teens. Felt very timely due to the pandemic and stress teens are feeling.

Trustee Caudill stated teens are responding very well. She also wanted to thank Erica for reminding the Board about the legislative meetup set for 2/21/22, 9-10:30am. Trustees Steker and Caudill are registered. Free to ILA members and everyone on the Board.

Another forum is set for a program in March, April, and May. Topics are being discussed. March 5 will be the first program via Zoom, on "Trustees duties and responsibilities." In-person annual ILA conference in Rosemont on October 18-20, 2022; Trustee Day will be the 20th.

Trustee Silcroft loves the sign outside, just pops, and in awe regarding the library programs. Something for everyone.

Trustee Steker is proud that Ela Area Public Library is a 5-star library. Extends a true appreciation to our staff and community that supports our library and our programs. Very proud. Also wants to thank Debbie for the lovely note written to Mr. Drucker. Read and sign the note in the Communication folder next time trustees are in the library.

8. Treasurer's Report

Trustee Caudill moved:

"To Approve the November 2021 and December 2021 Expenditures As Authorized With The Balance Of The Report To Be Filed For Audit."

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

AYES (6): Blank, Caudill, Hurst, McCauley, Silcroft, Steker
NAYES (0):
ABSTAIN (0):

9. CORRESPONDENCE AND COMMUNICATIONS

None

10. EXECUTIVE DIRECTOR'S REPORT

Remodel project. RFQ for construction manager went out, due date for initial responses is Jan. 28. The Building and Grounds Committee will meet to determine who to interview. Interviews to be held between Feb. 1-11 with Chairman Hurst, Trustees Corzine and Silcroft of the Building and Grounds committee along with the Executive Director, Assistant Director and Department Head of Facilities. The Objective is to have interviews completed by the February 15 Board meeting.

A: Informational document on CPI (consumer price index). Comes in at 7%. Effects what the Library can levy in 2023. Unprecedented inflation rate.

B. Kohl's appeal with PTAB (property tax appeal board). It has been settled.

Strategic planning. Thinking of discussing this further during or just prior to the March Board meeting. What would a strategic plan questionnaire look like, what is the information we would like to gather? Earmark calendars for March discussion.

11. STANDING COMMITTEE REPORTS

- A. Finance Committee (Trustees Blank, Corzine & Steker) None
- B. Building & Grounds Committee (Trustees Hurst, Corzine & Silcroft) None
- C. Bylaws Committee (Trustees Caudill, Hurst & McCauley) None
- D. Executive Director Review (DR) Committee (Trustees Steker, Caudill & Blank) None
- E. Personnel Committee (Trustees 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) Trustee Silcroft will be going to the January meeting
- I. Foundation Liaison (Trustee Caudill) Foundation has received about \$1100.00 in donations. 501(c)3 has been finalized. The Ela Area Public Library website donation page has been updated. It has a brief summary about the Foundation, benefits of Foundation, email address for Foundation, who we are and more. Trustee Steker extends appreciation to Foundation board members.

12. SPECIAL COMMITTEE REPORTS

None

13. UNFINISHED BUSINESS

None

14. NEW BUSINESS

- A. Programming Intergovernmental Agreement (IGA) (Document + Action)
Libraries share expenses for programs. Gives opportunities to smaller libraries to host programs. This is part of the Programming budget. All libraries, dependent on size, contribute money, resulting in savings regarding programs for all libraries.

Trustee Caudill moved:

“To pass the Intergovernmental Agreement as presented including the library as a full participant in the pilot program” Illinois Libraries Present.”

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

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

NAYES (0):

ABSTAIN (0):

B. Audit 5-year agreement (Document + Action)

Trustee Blank moved: “To approve the firm Lauterbach & Amen to conduct the Library’s annual comprehensive financial report for fiscal years 2022-2026.”

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

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

NAYES (0):

ABSTAIN (0):

C. Architect’s agreement (Product LLC) (Document + Action)

Trustee Caudill moved:

“To approve AIA Document B133 – 2019 Standard Form of Agreement Between Owner and Architect, Construction Manager as Constructor Edition, with the Product LLC in the amount of \$258,000 for interior remodel services as presented by drawings and estimate dated 11/08/2021 with an estimated completion date of 1/31/2024 (pending contract review and approval by the library’s attorney prior to the library entering in the Agreement).”

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

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

NAYES (0):

ABSTAIN (0):

D. Emergency Closing policy (Document + Action)

Trustee Blank moved:

“To eliminate Policy 1.8, Emergency Library Closing, as a separate policy since the rules are redundant with Policy 1.7 Emergency & Disaster Manual, and the Employee Handbook.”

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

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

NAYES (0):

ABSTAIN (0):

E. Display, Exhibits, and Charitable Collections Policy (Document + Action)

Trustee Caudill moved:

“To approve the updates to the library board policy 1.5 with a review and revised date of 1/2022 renaming the policy as Display, Exhibits, Charitable Collections and Public Outdoor Space.”

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

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

NAYES (0):

ABSTAIN (0):

F. Approval of Trustee expense reports (Action) None

G. Building and Grounds Critical issues (Action) None

15. ADJOURN TO EXECUTIVE SESSION

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

None

B. EXECUTIVE SESSION FOR THE DISCUSSION OF PENDING, PROBABLE, OR IMMINENT LITIGATION AS ALLOWED BY 5ILCS 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 8:02 p.m. Trustee Hurst moved: “TO ADJOURN.” Trustee Caudill seconded the motion and it carried on a unanimous roll call vote of Trustees present.

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

NAYES (0):

ABSTAIN (0):

Cathy McCauley, Secretary
Approved at the next Regular Meeting of February 15, 2022

Crystal Steker, President