

REGULAR MEETING MINUTES

July 15, 2025

6:00p.m. 2nd Floor Conference Room

1. REGULAR MEETING – CALL TO ORDER

President McCauley called the meeting to order at 6:02pm

2. ROLL CALL

Trustees Present: Caudill, Birner, 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,

Public Attendance: Britt Isley, attorney with Ancel Glink, 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. NEW BUSINESS I

A. Britt Isley, Ancel Glink – Presentation

B. Approval to update the Outdoor Spaces Policy with a reviewed and revised date of July 2025 (Document + Action)

Trustee Caudill moved:

“To approve the updated Outdoor Spaces Policy with a reviewed and revised date of July 2025.”

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):

C. Approval to update the Display, Exhibits, and Charitable Collections Policy with a reviewed and revised date of July 2025 (Document + Action)

Trustee Gira moved:

“To approve the updated Display, Exhibits, and Charitable Collections Policy with a reviewed and revised date of July 2025.”

Trustee Suykerbuyk 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):

5. ADJUSTMENTS TO THE AGENDA

New Business II 14D. “Approval of VFD Invoice (Document + Action)” - removed.

6. CONSENT AGENDA

B. Approval of the Minutes of the Trustee Orientation Special Meeting June 28, 2025 (Document)

Trustee Caudill moved:

“To approve the minutes of the Trustee Orientation Special Meeting June 28, 2025.”

Trustee Birner 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

6.A Approval of the Minutes of the Regular Meeting June 17, 2025 (Document)

Trustee Steker moved:

“To approve the minutes of the Regular Meeting, June 17, 2025, as amended.”

Trustee Gira seconded the motion and it passed on a unanimous vote of all trustees present.

AYES (7): Birner, Caudill, Gira, Steker, Sucec, Suykerbuyk, McCauley

NAYS (0):

ABSTAIN (0):

8. TRUSTEE REPORTS/COMMENTS

Trustee Gira and Birner commented on the website analytics.

Trustee Suykerbuyk congratulated the Programs and Publicity Department on receiving the ALA’s PRX award for the Giants, Dragons & Unicorns exhibit digital graphics.

Trustee Suykerbuyk thanked the Library for Pride Month activities.

Trustee Steker congratulated the Library on again receiving the Certificate of Achievement for Excellence in Financial Reporting. Former Trustee Silcroft sent a “Thank you” note to the board.

Trustee McCauley commented on the Children’s and Teen summer programs.

9. TREASURER’S REPORT

A. July 2025 (Document)

Suggested Motion: I move to approve the June 2025 expenditures as authorized with the balance of the reports to be filed for audit.

Trustee Birner moved:

“To approve the June 2025 expenditures as authorized with the balance of the reports to be filed for audit.”

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):

10. CORRESPONDENCE AND COMMUNICATIONS

11. EXECUTIVE DIRECTOR'S REPORT

- A. June 2025 Librarians' Report (Document)
- B. Action Plan FY26 (Document)
- C. Capital Projects Update FY26 (Document at Meeting)
- D. FY24 Certificate for Achievement in Financial Reporting (Document)
- E. FY25 Per Capita Grant (Document)

12. SPECIAL COMMITTEE & LIAISON REPORTS

- A. Executive Director Review (EDR) Liaison (President McCauley)
- 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)
- G. Foundation Liaison (Trustee Caudill) Trustee Caudill let everyone know the annual Foundation meeting is scheduled for 8/22/2025

13. UNFINISHED BUSINESS

14. NEW BUSINESS II

- A. 25-07-01 Tentative Budget and Appropriation Ordinance (Document + Action)
Trustee Suykerbuyk moved:
"To approve Ordinance 25-07-01 Tentative Budget and Appropriation in the amount of \$11,393,379 for Fiscal year 2025-2026 as presented."
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):

- B. Approval of Investment Transfer (Document + Action)
Trustee Suykerbuyk moved:
"To redeem investments with maturity dates from July 3, 2025, through August 28, 2025, as they mature, and to transfer those investments into the Library's MaxSafe Money Market Account at Wintrust as amended."
Trustee Steker 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. Appointment of Board Members to Audit FY25 Meeting Minutes (Action)
President McCauley appointed Trustee Gira and Trustee Birner to audit the FY24-25 meeting minutes
- D. Approval of VFD Invoice (Document + Action) remove
- E. Approval of Trustee Expense Reports (Action) none
- F. Building and Grounds Critical Issues (Action) none

15. ADJOURN TO EXECUTIVE SESSION

- A. 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 7:47pm

Trustee Caudill moved:
"To adjourn."

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):

Betty Birner, Secretary
Approved at the next Regular Meeting of September 16, 2025

Cathy McCauley, President