

REGULAR MEETING MINUTES

July 19, 2022

6:00 p.m. Meeting Room

In Person at Ela Area Public Library

1. REGULAR MEETING - CALL TO ORDER

At 6:05 p.m. President Steker called the Regular Meeting to order

2. ROLL CALL

Trustees present: Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker.
Trustee Hurst is participating via teleconferencing as permitted by the bylaws.

A quorum is present.

Staff present: Executive Director L. Rosenthal, D. McGuire, G. Palas, E. Christianson,
M. Povilonis, C. Wisner

Guests Present: S. Harrod

3. PUBLIC COMMENT

None

4. ADJUSTMENTS TO THE AGENDA

None

5. CONSENT AGENDA

A. Approval of the Minutes of the Regular Meeting June 21, 2022 (Document)

B. Approval of the Minutes of the Executive Session June 21, 2022 (Document)

C. Approval of the Minutes of the EDR Committee Meeting June 22, 2022
(Document)

D. Approval of the Minutes of the Executive Session June 22, 2022 (Document)

Trustee Blank moved:

“To approve the four items on the Consent Agenda which consists of Approval of the minutes of the regular meeting of June 21, 2022; Executive Session minutes June 21, 2022; Approval of the minutes of the EDR Committee meeting June 22, 2021; and Executive Session minutes of June 22, 2021.”

Trustee Silcroft seconded the motion and it carried on a unanimous voice 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

7. TRUSTEE REPORTS/COMMENTS

Trustees welcomed Gus Palas to his new position. Trustee Silcroft commented on the nice job the Lake Zurich Garden Club continues to do on the library grounds. President Steker explained the interpretation of and discussed the results the Board Self-Evaluation form.

8. TREASURER'S REPORT

A. June 2022

Trustee Corzine moved:

"To approve the June 2022 expenditures as authorized with the balance of the reports to be filed for audit."

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

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

NAYES (0):

ABSTAIN (0):

9. CORRESPONDENCE AND COMMUNICATIONS

Architect floorplan available for review.

10. EXECUTIVE DIRECTOR'S REPORT

A. June 2022

Bid opening is scheduled for July 26, 2022, at 1pm in the Meeting Room.

Special Meeting date is scheduled for Aug. 9. Agenda is forthcoming.

Tentative plans for a Strategic Plan Liaison similar to RAILS Liaison and to have a Board Retreat. Will be discussed in New Business.

B. FY2022 Action Plan

Time frame for audit: work will begin in August; information will be available for the October board meeting.

C. Training Update

All Staff meeting on September 23, 2022. Staff to be given an opportunity to state what they would like to see in the Strategic Plan.

11. STANDING COMMITTEE REPORTS

- A. Building & Grounds Committee (Trustees Hurst, Corzine & Silcroft) None
- B. Finance Committee (Trustees Blank, Corzine & Steker) None
- C. Nominating Committee (Trustees Corzine, Hurst & Silcroft) None
- D. Personnel Committee (Trustees Silcroft, Caudill & McCauley) None
- E. Policy Committee (Trustees Silcroft, Caudill & McCauley) None
- F. Bylaws Committee (Trustees Caudill, Hurst & McCauley) None
- G. Executive Director Review (EDR) Committee (Trustees Steker, Caudill & Blank) None
- H. RAILS Liaison (Trustee Silcroft) Upcoming board meeting. Will discuss next meeting.
- I. Foundation Liaison (Trustee Caudill) Meeting will be scheduled for 10am on August 26. Update will be presented in September.

12. SPECIAL COMMITTEE REPORTS

13. UNFINISHED BUSINESS

14. NEW BUSINESS

A. 22-07-01 Tentative Budget and Appropriation Ordinance

Trustee McCauley moved:

“To approve ORDINANCE NO. 22-07-01 Tentative Budget and Appropriation in the amount of \$6,864,060 for Fiscal Year 2022-2023 as presented.”

In compliance with Illinois Budget Law, 50 ILCS 330/1 et. Seq., as amended, as well as Illinois Public Library District Act 75 ILCS 16/30-85, all Illinois municipal corporations are required to adopt an Annual Budget and Appropriation Ordinance (B&A) by the end of the first quarter of the fiscal year. The B&A outlines the objects and purposes of expenditures and specifies the maximum amount which can be legally expended by the Library in the current Fiscal Year if sufficient funds are available. Prior to passage of a Final B&A, a public hearing must be held. That hearing is set for Tuesday, September 20, 2022 at 6:00 pm. A draft of the B&A, known as the Tentative B&A, must be available to the public for a minimum of 30 days prior to the hearing. Following the July board meeting, the tentative B&A will be available both on the library’s website and on the public notice bulletin board at the front of the Library.

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

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

NAYES (0):

ABSTAIN (0):

B. Accept IPLAR

Trustee Caudill moved:

“To approve the IPLAR For fiscal year 2022 as presented.”

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

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

NAYES (0):

ABSTAIN (0):

C. Appointment of Two Board Members to audit 2021/2022 Meeting Minutes

Trustees Blank and Caudill volunteered to audit the FY2022 meeting minutes before the IPLAR deadline of 8/30/2022.

D. Appointment of Strategic Planning Committee Liaison

Trustee Corzine will act as Strategic Planning Committee Liaison (a special committee).

Date of Board Retreat is August 30, 2022, at 6pm. Dinner will be provided.

E. New Sorter

Trustee Silcroft moved:

“To authorize the Director to enter into an agreement with Lyngsoe for a new Materials Sorter in an amount not to exceed \$190,000, subject to any revisions as recommended by the Library’s attorney.”

There are two materials sorters on the market, and both were evaluated. The competitor’s model, which the Library currently owns, provides less functionality and is more expensive than the Lyngsoe. A quote for purchase and for continuing service were sent to Kurt Asprooth of Ancel Glink for evaluation and recommendation.

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

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

NAYES (0):

ABSTAIN (0):

F. Printing Policy

Trustee Blank moved:

“To approve Policy 2.5 “Printing and Faxing Policy” with a reviewed date of 7/2022 with no changes.”

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

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

NAYES (0):

ABSTAIN (0):

G. Approval of Trustee Expense Reports - None

H. Building and Grounds Critical Issues - None

15. ADJOURN TO EXECUTIVE SESSION

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

**B. EXECUTIVE SESSION FOR THE DISCUSSION OF PENDING, PROBABLE,
OR IMMINENT LITIGATION AS ALLOWED BY 5ILCS 120/2(c)(11)**

**C. EXECUTIVE SESSION FOR THE DISCUSSION OF EXECUTIVE SESSION
MINUTES AS ALLOWED BY 5ILCS 120/2(c)(21)**

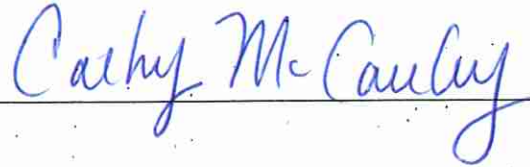
16. ROLL CALL (If returning from Executive Session)

17. ADJOURNMENT

At 7:38 p.m. Trustee Caudill moved:

"TO ADJOURN."

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



Cathy McCauley, Secretary

Approved at the next Regular Meeting of September 20, 2022



Crystal Steker, President

