

REGULAR MEETING MINUTES

June 17, 2025

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

1. REGULAR MEETING – CALL TO ORDER

President McCauley called the meeting to order at 6:05pm

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: S. Harrod

3. PUBLIC COMMENT

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 6:00pm.

4. ADJUSTMENTS TO THE AGENDA

Director Christianson requested to table Item 13E Approval of Construction Management Agreement to the July 15, 2025, Board meeting.

5. CONSENT AGENDA

A. Approval of the Minutes of the Regular Meeting May 20, 2025 (Document)

Trustee Steker moved:

“To approve the Minutes of the Regular Meeting May 20, 2025.”

Trustee Caudill 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):

6. APPROVAL OF ITEMS MOVED FROM CONSENT AGENDA

Note: If Closed Session Minutes are removed from Consent Agenda for discussion, this must take place in Closed Session. But the current Secretary’s recommendation to keep minutes closed may be approved as part of the Consent Agenda.

7. TRUSTEE REPORTS/COMMENTS

Trustee Suykerbuyk asked how the amazing items are chosen for the Library of Things. Suggestions are taken from staff and patrons.

Trustee Steker commented positively about the Summer Kickoff, the success of the volunteer fair, how many people were looking for ways to volunteer, the ice cream scoops being given away and the positive survey results. Nice to see Community engagement.

Trustee Caudill informed everyone that the ILA Conference is held in Rosemont. Trustee Day is October 16, which will have a Mock Board meeting, ILead Trustee Training, Library Standards 5.0, Book Bans and Intellectual Freedom, Diversity Program, Planning and Policies, Social Media, Advocacy Tips. Registration starts on July 21, 2025.

Trustee Gira commented on the increase in Social Media statistics.

Trustee McCauley commented on the new wall in Children's. It is easy maneuver and beneficial in keeping the noise down.

8. TREASURER'S REPORT

A. May 2025 (Document)

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

Trustee Caudill moved:

"To approve the May 2025 expenditures as authorized with the balance of the reports to be filed for audit."

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):

9. CORRESPONDENCE AND COMMUNICATIONS

10. EXECUTIVE DIRECTOR'S REPORT

- A. May 2025 Librarians' Report (Document)
- B. Action Plan FY25 (Document)
- C. Capital Projects Update FY26 (Document at Meeting)
- D. Trustee Training (Document)

11. 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 Committee (Trustee Steker)
- E. Bylaws & Policy Liaison (Trustee Sucec)
- F. RAILS Liaison (Trustee Gira)
- G. Foundation Liaison (Trustee Caudill) Trustee Caudill informed everyone that the Foundation has made \$279. in Threadless purchases.

12. UNFINISHED BUSINESS

13. NEW BUSINESS

- A. Approval to Close the Library for Staff Discovery Day on Friday, October 3, 2025
(Document + Action)

Trustee Caudill moved:

“To approve closing the building on Friday, October 3, 2025, for staff training.”

Trustee Sucec 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):

- B. Ordinance Authorizing Transfer of Funds to Special Reserve Fund 25-06-01 (Document + Action)

Trustee Gira moved:

“To approve ORDINANCE NO. 25-06-01 authorizing the transfer of \$650,000 from the General Fund to the Special Reserve Fund.”

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):

- C. Resolution Closing the Site & Building Fund of the Ela Area Public Library District
(Document + Action)

Trustee Caudill moved:

“To approve Resolution 25-06-01 Abolishing the Site & Building Fund of the Ela Area Public Library District.”

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):

- D. Approval of FY2026 Working Budget (Document + Action)

Trustee Steker moved:

“To approve the fiscal year 2026 Working Budget as presented, with expenditures in the amount of \$10,346,453.21.”

Trustee Birner 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):

- E. Approval of Construction Management Agreement (LAMP, Inc) (Action) – This item has been tabled to the July 15, 2025, meeting.

Trustee moved:

“To approve the Standard Form of Agreement Between Owner and Construction Manager as Adviser, with Lamp Incorporated for Mechanical and Interior Renovations. Trustee seconded the motion and it passed on a unanimous voice vote of all trustees present.

AYES (0): Birner, Caudill, Gira, Steker, Sucec, Suykerbuyk, McCauley

NAYS (0):

ABSTAIN (0):

- F. Fund Balance Policy (Document + Action)

Trustee Suykerbuyk moved:

“To approve the updated Fund Balance Policy with a reviewed and revised date of June 2025.”

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):

- G. Approval of Trustee Expense Reports (Action)

Trustee Suykerbuyk moved:

“To reimburse Trustee Caudill in the amount of \$418.87 for their travel and accommodation expenses for the May 2025 ILA Executive Board meeting in Bloomington, Illinois and travel expenses May 30, 2025, LACONI Trustee event in Oak Park, Illinois.

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

AYES (6): Birner, Gira, Steker, Sucec, Suykerbuyk, McCauley

NAYS (0):

ABSTAIN (1): Caudill

- H. Building and Grounds Critical Issues (Action) - none

14. 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 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

15. ROLL CALL (If returning from Executive Session)

16. ADJOURNMENT

Adjournment at 7:29pm

Trustee Caudill moved:

“To adjourn.”

Trustee Gira 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 July 15, 2025

Cathy McCauley, President