

REGULAR MEETING MINUTES

June 20, 2023

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

1. REGULAR MEETING – CALL TO ORDER

At 6:01p.m. President Steker called the Regular Meeting to order.

2. ROLL CALL

Trustees present: Corzine, McCauley, Silcroft, Suykerbuyk, Timm, Steker
Trustee Caudill is absent.

A quorum is present.

Staff Attendance: Executive Director L. Rosenthal, E. Christianson, M. Povilonis,
D. McGuire, Natalie Ziarnik, Christen Wiser, Melissa Keegan

No Guests Present.

3. PUBLIC COMMENT

None

4. ADJUSTMENTS TO THE AGENDA

None

5. CONSENT AGENDA

A. Approval of the Minutes of the Regular Meeting May 16, 2023 (Document)

Trustee McCauley moved:

“To approve the Minutes of the Regular Meeting of May 16, 2023.”

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

AYES (6): Corzine, McCauley, Silcroft, Suykerbuyk, Timm, Steker

NAYES (0):

ABSTAIN (0):

6. APPROVAL OF THE ITEMS MOVED FROM CONSENT AGENDA

None

7. TRUSTEE REPORTS/COMMENTS

Trustee Timm was happy to see Ela Library present at Round Lake Beach Pride Fest.

Trustee Silcroft enjoyed coming and looking through the telescope during Astronomy Day.

Trustee McCauley commented on reading about the great programs that were presented at the conference the Director attended in Portland, OR. She also enjoyed the Tea Garden program.

Trustee Corzine enjoyed reading the Director's Librarian Report, noted the great variety of new Library of Things offered, and is looking forward to the security Wintrust bank will offer the Library. Trustee Steker is looking forward to enjoying the 50th anniversary celebration.

8. TREASURER'S REPORT

A. May 2023 (Document)

Trustee Suykerbuyk moved:

"To approve the May 2023 expenditures as authorized with the balance of the reports to be filed for audit."

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

AYES (6): Corzine, McCauley, Silcroft, Suykerbuyk, Timm, Steker

NAYES (0):

ABSTAIN (0):

9. CORRESPONDENCE AND COMMUNICATIONS

A document detailing discounted admission to the exhibits at the ALA conference was circulated, as well as a thank you letter received from J. Stanonik.

10. EXECUTIVE DIRECTOR'S REPORT

A. Social Media Policy (Presentation by attorney Britt Isaly from Ancel Glink)

Presentation deferred to July 2023 due to illness

B. Department in Focus – Adult Reference (Department Head Melissa Keegan)

Melissa introduced her department and each person's responsibilities. She reviewed the process to access newspapers and other materials on the library website.

C. Construction Update

Completed and under budget.

D. May 2023 Librarians' Reports

E. Action Plan FY2023

11. SPECIAL COMMITTEE & LIAISON REPORTS

A. Decennial Committee (President Steker)

B. Executive Director Review (EDR) Liaison (President Steker)

C. Personnel Liaison (Vice-President McCauley)

D. Finance Liaison (Treasurer Corzine)

E. Building & Grounds Liaison (Trustee Timm)

F. Bylaws & Policy Liaison (Trustee Suykerbuyk)

G. RAILS Liaison (Trustee Silcroft) Trustee Silcroft stated RAILS is still looking for an Assistant Director and they need to purchase new delivery vans.

H. Foundation Liaison (Trustee Caudill)

12. UNFINISHED BUSINESS

None

13. NEW BUSINESS

- A. Ordinance Authorizing Transfer of Funds to Special Reserve Fund 23-06-20 (Document + Action)

Trustee McCauley moved:

“To approve Ordinance No. 23-06-01 authorizing the transfer of \$750,000 from the General Fund to the Special Reserve Fund.”

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

AYES (6): Corzine, McCauley, Silcroft, Suykerbuyk, Timm, Steker

NAYES (0):

ABSTAIN (0):

- B. Approve FY2024 Working Budget (Document + Action)

Trustee Silcroft moved:

“To approve the fiscal year 2024 Working Budget as presented, with a balanced budget and expenditures in the amount of \$7,124,660.”

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

AYES (6): Corzine, McCauley, Silcroft, Suykerbuyk, Timm, Steker

NAYES (0):

ABSTAIN (0):

- C. Capital Asset Policy 1.4 (Document + Action)

Trustee Silcroft moved:

“To adopt Capital Asset Policy 1.4 as presented with an effective date of June, 2023.”

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

AYES (6): Corzine, McCauley, Silcroft, Suykerbuyk, Timm, Steker

NAYES (0):

ABSTAIN (0):

- D. Records Retention Policy 1.6 (Document + Action)

Trustee Corzine moved:

“To adopt Records Retention policy 1.6 as presented with an effective date of June, 2023.”

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

AYES (6): Corzine, McCauley, Silcroft, Suykerbuyk, Timm, Steker

NAYES (0):

ABSTAIN (0):

E. New Sidewalk (Document + Action)

Trustee Suykerbuyk moved:

“To approve entering into an agreement with DNA Construction Group to provide a new sidewalk on the east edge of the library entrance at a cost not to exceed \$17,000.”

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

AYES (6): Corzine, McCauley, Silcroft, Suykerbuyk, Timm, Steker

NAYES (0):

ABSTAIN (0):

F. Approval of Trustee Expense Reports (Action)

None

G. Building and Grounds Critical Issues (Action)

None

14. 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 IMMEDIATE LITIGATION AS ALLOWED BY 5 ILCS 120/2(c)(11)

C. EXECUTIVE SESSION FOR THE DISCUSSION OF EXECUTIVE SESSION

MINUTES AS ALLOWED BY 5 ILCS 120/2(c)(21)

15. ROLL CALL (If returning from Executive Session)

16. ADJOURNMENT

Adjournment at 7:50p.m.

Trustee McCauley moved: “To Adjourn.”

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

AYES (6): Corzine, McCauley, Silcroft, Suykerbuyk, Timm, Steker

NAYES (0):

ABSTAIN (0):

Alicia Timm, Secretary
Approved at the next Regular Meeting July 18, 2023

Crystal Steker, President