

REGULAR MEETING MINUTES

March 15, 2022

6:00 p.m. Meeting Room

In Person at Ela Area Public Library

**1. REGULAR MEETING – CALL TO ORDER**

At 6:00 pm President Steker called the Regular Meeting to order. Trustee McCauley is absent. Trustee Caudill is Acting Secretary.

**2. ROLL CALL**

Trustees present: Blank, Caudill, Corzine, Hurst, Silcroft, Steker.

A quorum is present.

Staff present: Executive Director L. Rosenthal, E. Christianson, M. Povilonis, D. McGuire, N. Ziarnik

Guest present: Ian Lamp, Darren Eibert, and Tom McGrath from Lamp, Inc., S. Harrod,

**3. PUBLIC COMMENT**

None

**4. ADJUSTMENTS TO THE AGENDA**

14.A and 14.B were moved ahead on the Agenda.

**14.A Construction Manager agreement (Document + Action)**

Trustee Hurst moved:

**“To approve the Agreement Between Owner and Construction Manager as Advisor, AIA Document C132 attached, with Lamp, Incorporated for the Library Interior Renovation Project including the rates and fees as set forth on Exhibit A which is incorporated by reference as a part of the agreement.”**

Trustee Corzine seconded the motion and it carried by unanimous roll call vote of all trustees present.

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

NAYES: (0)

ABSTAIN: (0)

Lamp confirmed there is a 2-year warranty which starts after project completion. Longer warranty with equipment where stated. Ela Area Public Library to contact Construction Manager re: any issues. Construction Manager to work with subcontractors and warranty holders.

**14.B Updated Architect agreement (Document + Action)**

Trustee Caudill moved:

**“To approve Form B132 Standard Form of Agreement Between Owner and Architect, Construction Manager as Advisor Edition, with Product LLC in the amount of \$258,000 for interior remodel services with an estimated completion date of 1/31/2024. Adoption of this form renders the previous agreement Form B133 null and void.”**

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

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

NAYES: (0)  
ABSTAIN: (0)

Director Rosenthal explained this needed to change due to the Construction Manager as Advisor document C132 being used for CM.

**5. CONSENT AGENDA**  
None

**6. APPROVAL OF ITEMS MOVED FROM CONSENT AGENDA**

Trustee Blank moved:

**“To approve the minutes of the regular meeting of February 15, 2022, with revisions as discussed”**

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

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

NAYES: (0)

ABSTAIN: (0)

Trustee Blank wants the last sentence on Page 5 under the Director’s Evaluation form, “Plan is to gather staff input at the March 16 Department Head meeting, collected Trustee input, and discuss in May meeting closed session”, removed.

**7. TRUSTEE REPORTS/COMMENTS**

Items discussed:

- The glass display box in the vestibule when you walk in to the library is much admired, put together by the Garden Club of Lake Zurich.
- Inviting individual local groups to the board meetings for recognition, building partnerships, possibly a “Community Partner of the Year” award in the future.
- Trustee Corzine will be a panelist at the ILA Trustee Forum Executive Director Review seminar on April 2.
- Book Buzz was a success once again.
- Lake Zurich Knitting Group met in the Forge this month and created 3D prints to attach to the knitted beehives they made.

**8. TREASURER’S REPORT**

**A. January 2022 (Document)**

Trustee Corzine Moved:

**“To approve the February 2022 expenditures as authorized with the balance of the report to be filed with audit.”**

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

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

NAYES (0):

ABSTAIN (0):

There will be a Finance Committee meeting on March 28, 2022, 6pm.

**9. CORRESPONDENCE AND COMMUNICATIONS**

None

## 10. EXECUTIVE DIRECTOR'S REPORT

### A. Senator McConchie's Open House

Director Rosenthal met Senator McConchie and shared the news that the Ela Area Public Library is in the top 1% of libraries in the U.S. to be designated a 5 Star Library.

### B. Construction Update (Document)

Director Rosenthal thanks Finance Committee for meeting early to do the working budget presentation in April and final vote in May. There will be a Special Board meeting on August 2<sup>nd</sup>, 6pm, to approve the subcontractor's dollar amount. Final contracts will come after this.

### C. March 2022 (Document)

Director Rosenthal informed everyone that Nick Offerman and Jeff Tweety will be speakers at IL Presents on April 27, 2022.

### D. Action Plan 2021/2022 (Document)

The library will be celebrating its 50<sup>th</sup> anniversary with a celebration slated to begin June, 2023. Assistant Director Christianson is leading this committee.

## 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 (EDR) Committee (Trustees Steker, Caudill & Blank) None

E. Personnel Committee (Trustee 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) None

I. Foundation Liaison (Trustee Caudill) Trustee Caudill - the Foundation received a \$1000 donation last month.

## 12. SPECIAL COMMITTEE REPORTS

None

## 13. UNFINISHED BUSINESS

None

## 14. NEW BUSINESS

A. Construction Manager agreement (Document + Action) See Above

B. Updated Architect agreement (Document + Action) See Above

C. Investment Maturities (Document + Action)

Trustee Blank moved:

**"To provide for adequate cash flow during the Library's upcoming construction project, I move to redeem investments with maturity dates from March 17, 2022, through June 20, 2023, as they mature, and to transfer those investments into the Library's checking account."**

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

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

NAYES (0):

ABSTAIN (0):

**D. Insurance Renewal 4/1/2022-4/1/2023 (Document + Action)**

Trustee Blank moved:

**“To approve Kamm Insurance Group to provide the Library’s Public Officials Liability, Employment Practices Liability, Worker’s Compensation, Commercial Property, Commercial General Liability, Cyber Liability, Business Auto Liability, Umbrella Liability, and Crime policies for the term April 1, 2022, through April 1, 2023, at a total cost not to exceed \$40,000.”**

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

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

NAYES (0):

ABSTAIN (0):

**E. Emergency & Disaster Manual Policy (Document + Action)**

Trustee Hurst moved:

**“To approve Policy 1.7 “Emergency & Disaster Manual” with a reviewed date of 3/2022 with no changes.”**

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

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

NAYES (0):

ABSTAIN (0):

**F. Meeting Room Policy 2.8 (Document + Action)**

Trustee Blank moved:

**“To approve updates to Policy 2.8 Meeting Room with a reviewed and revised date of March 2022.”**

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

AYES (6): Blank, Caudill, Corzine, Hurst, 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 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)**

**16. ROLL CALL (If returning from Executive Session)**

N/A

**17. ADJOURNMENT**

At 7:45 pm Trustee Caudill moved:

**“TO ADJOURN.”**

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

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

NAYES (0):

ABSTAIN (0):

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Cathy McCauley, Secretary  
Approved at the next Regular Meeting of April 19, 2022

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Crystal Steker, President

