

REGULAR MEETING MINUTES

May 16, 2023

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

1. REGULAR MEETING – CALL TO ORDER

At 6:00 p.m. President Steker called the Regular Meeting to order.

2. ROLL CALL – FY2021-2023 Previous Board of Trustees

Trustees present: Caudill, Corzine, McCauley, Silcroft, Stanonik, Steker,
Trustee Blank is absent.

A quorum is present.

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

Guests Present: Scott Harrod

3. INSTALLATION OF NEW TRUSTEES

A. Oath of Office for newly elected Trustees

4. ROLL CALL – FY2023-2025 Current Board of Trustees

Trustees present: Caudill, Corzine, McCauley, Silcroft, Suykerbuyk, Timm, Steker

A quorum is present.

5. REPORT OF NOMINATING COMMITTEE MEETING

A. Proposed Slate of Candidates for Board Officers

President – Trustee Steker

Vice President – Trustee McCauley

Treasurer – Trustee Corzine

Secretary – Trustee Timm

6. ELECTION OF EXECUTIVE OFFICERS

Trustee McCauley moved:

“To approve the slate as recommended by the Nominating Committee.”

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

AYES (7): Caudill, Corzine, McCauley, Silcroft, Suykerbuyk, Timm, Steker

NAYES (0):

ABSTAIN (0):

7. TRUSTEE REPORTS/COMMENTS

Trustee Caudill explained this section consists of speaking about upcoming conferences, library programs, and general commentary about topics related to the library.

Trustee Silcroft mentioned how surprised she was when learning about the lack of voters that participated in voting for library trustees.

Trustee McCauley is excited about “Explore More Illinois” which has been added to the Museum Pass list of places to go offering patron discounts.

8. PUBLIC COMMENT

Mr. Harrod commented on the online April calendar having two “April 30ths”

9. ADJUSTMENTS TO THE AGENDA

None

10. CONSENT AGENDA

A. Approval of the Minutes of the Regular Meeting April 18, 2023 (Document)

B. Approval of the Minutes of the Executive Session of the Regular Meeting April 18, 2023 (Document)

C. Approval of the Minutes of the Nominating Committee Meeting May 8, 2023 (Document)

D. NSDC/Overdrive invoice (Document)

Trustee McCauley requested removal of 10.A from the Consent Agenda.

Trustee Caudill moved:

“To approve the Consent Agenda consisting of B. Approval of the Minutes of the Executive Session April 18, 2023; C. Approval of the Minutes of the Nominating Committee Meeting May 8, 2023, and D. Approval of the NSDC/Overdrive invoice.

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

AYES (7): Caudill, Corzine, McCauley, Silcroft, Suykerbuyk, Timm, Steker

NAYES (0):

ABSTAIN (0):

11. APPROVAL OF ITEMS MOVED FROM CONSENT AGENDA

Trustee Corzine moved:

“To approve the Minutes of the Regular Meeting of April 18, 2023 as corrected.”

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

AYES (7): Caudill, Corzine, McCauley, Silcroft, Suykerbuyk, Timm, Steker

NAYES (0):

ABSTAIN (0):

12. TREASURER’S REPORT

A. April 2023 (Document)

Trustee McCauley moved:

“To approve the April 2023 expenditures as authorized with the balance of the reports to be filed for audit.”

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

AYES (7): Caudill, Corzine, McCauley, Silcroft, Suykerbuyk, Timm, Steker

NAYES (0):

ABSTAIN (0):

13. CORRESPONDENCE AND COMMUNICATIONS

None

14. EXECUTIVE DIRECTOR’S REPORT

- A. New Trustee Orientation
- B. Construction Update
- C. April 2023 Librarians’ Reports
- D. Action Plan FY2023

15. STANDING COMMITTEE REPORTS

- A. Nominating Committee (Trustee Corzine)
- B. Decennial Committee (President)
- C. Executive Director Review (EDR) Liaison (President)
- D. Personnel Liaison (Vice-President)
- E. Finance Liaison (Treasurer)
- F. Building & Grounds Liaison (Trustee)
- G. Policy Liaison (Trustee)
- H. Bylaws Liaison (Trustee)
- I. RAILS Liaison (Trustee) Trustee Silcroft stated RAILS is looking for an Assistant Director, they need new vans and there is a trustee election coming up.
- J. Foundation Liaison (Trustee)

16. UNFINISHED BUSINESS

None

17. NEW BUSINESS

- A. Liaison Assignments (Action)

Trustee Caudill moved:

“To approve the Ela Area Public Library Board of Trustees Liaison Assignments for 2023-2025 as recommended by the President.”

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

AYES (7): Caudill, Corzine, McCauley, Silcroft, Suykerbuyk, Timm, Steker

NAYES (0):

ABSTAIN (0):

B. Decennial Committee Appointments (Action)

First meeting will be June 6, 2023.

C. Discussion of FY2023-2024 Working Budget (Document + Discussion)

At the March 28 Committee of the Whole meeting the following parameters were set:

1. Present a balanced Working Budget.
2. Increase the Salary budget 5.99%, from \$3,571,000 to \$3,785,000.
3. No levy into the Site & Building Fund in fall 2024, which means skipping the Site & Building Fund Levy Ordinance this spring for the second year in a row.

The proposed budget meets those requirements.

The proposed Working Budget changed slightly from the March 28 meeting to account for actual property tax revenues confirmed by Lake County – regular revenues did not change much, but recapture levy decreased \$12,000 while PPRT revenues increased \$15,000. Additional adjustments were made based on completion of 75% of the current fiscal year, to achieve the most accurate budget predictions we can. In aggregate, this version represents a \$2,000 increase in both revenues and expenditures as compared to the version considered by the COTW in March.

D. Cleaning Contract (Document + Action)

Trustee Silcroft moved:

“To authorize the Executive Director to enter into an agreement with Stratus Building Solutions for cleaning services in the amount of \$3,325 per month.

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

AYES (7): Caudill, Corzine, McCauley, Silcroft, Suykerbuyk, Timm, Steker

NAYES (0):

ABSTAIN (0):

E. Approval of Trustee Expense Reports (Action)

None

F. Building and Grounds Critical Issues (Action)

None

18. 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)

19. ROLL CALL (If returning from Executive Session)

20. ADJOURNMENT

Adjournment at 8:20 p.m.

Trustee Timm moved: "To Adjourn."

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

AYES (7): Caudill, Corzine, McCauley, Silcroft, Suykerbuyk, Timm, Steker

NAYES (0):

ABSTAIN (0):

Alicia Timm, Secretary
Approved at the next Regular Meeting of June 20, 2023

Crystal Steker, President

