

**REGULAR MEETING MINUTES**  
**May 17, 2022**  
**6:00 p.m. Meeting Room**  
**In Person at Ela Area Public Library**

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

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

**2. ROLL CALL**

Trustees present in person: Blank, Caudill, Corzine, McCauley, Steker

A Quorum is physically present in the Library.

Trustees present via Zoom: Silcroft (due to personal illness)

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

Guest 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 April 19, 2022 (Document)

B. Approval of the Minutes of the Committee of the Whole May 10, 2022 (Document)

C. Approval of the Minutes of the EDR Committee Meeting May 10, 2022 (Document)

D. Approval of the Executive Session Minutes of the Executive Director Review Committee Meeting May 10, 2022 (Document)

E. Approval of the Minutes of the Personnel Committee Meeting May 12, 2022 (Document)

F. NSDC / Overdrive invoice (Document + Action)

Trustee Blank would like to remove items C and D from the Consent Agenda.

Trustee Caudill moved:

**“To approve items A, B, E and F on the Consent Agenda”**

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

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

NAYES: (0)

ABSTAIN: (0)

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

Trustee Blank stated C and D are listed correctly on the Agenda, but the titles should just say “EDR Committee” not “Personnel Committee.”

Trustee Caudill stated on the bottom of the “EDR Committee Open Session Meeting Minutes” there is a colon missing on the time – 9:14. Should state 9:14.

Trustee Blank moved:

**“To approve items C and D removed from the CONSENT AGENDA as revised”**

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

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

NAYES ( ):

ABSTAIN ( ):

**7. TRUSTEE REPORTS/COMMENTS**

Trustee Silcroft offered up congratulations on the Passport Services offered in the library.

Trustee Caudill reminded everyone of the ILA Conference on Oct.18- 20.

**8. TREASURER’S REPORT**

A. April 2022 (Document)

Trustee Corzine Moved:

“To approve the April expenditures as authorized with the balance of the report to be filed with audit.” Trustee McCauley seconded the motion and it carried on a unanimous roll call vote of all trustees present.

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

NAYES ( ):

ABSTAIN ( ):

**9. CORRESPONDENCE AND COMMUNICATIONS**

Chicago Passport Agency (Document)

**10. EXECUTIVE DIRECTOR’S REPORT**

A. April 2022 (Document)

Trustees commented positively on the programs presented, the recordings for genealogy purposes, the Library of Things offerings and the upcoming plant sale held outside of the library by the Lake Zurich Garden Club.

B. Action Plan FY2022 (Document)

C. “A United Front: Protecting your Tax Base through Intergovernmental Cooperation” article

This document discussed how villages, schools, townships, and libraries can bond together to fight commercial/retail tax appeals.

**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 (Trustee Silcroft, Caudill & McCauley) None

E. Policy Committee (Trustees McCauley, Blank & Steker) 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) None

I. Foundation Liaison (Trustee Caudill) Trustee Caudill presented an idea of giving donors private tours, possibly on days of Board meetings. Will be at the ILA Conference in October doing a program on the Foundation.

**12. SPECIAL COMMITTEE REPORTS**

A. Community Survey

Staff will be available with iPads to assist patrons with filling out the surveys. Survey is also available on Footnotes, a QR Code on the sandwich boards outside entrance, E-newsletters, website, press release. Hoping to get 1000 responses. Responses will be collected for 4 weeks.

### 13. UNFINISHED BUSINESS

None

### 14. NEW BUSINESS

#### A. FY2023 Working Budget FINAL (Document + Action)

Trustee Blank moved:

“To adopt the FY2023 Working Budget in the amount of \$10,362,933.69 which represents a balanced budget for Operating Expenditures plus Capital Expenditures in the amount of \$3,750,000.” Trustee Corzine seconded the motion and it carried on a unanimous roll call vote of all trustees present.

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

NAYES ( ):

ABSTAIN ( ):

#### B. Bylaws Update – second reading (Document + Action)

Pg 91 – first paragraph, sentence starts with “room” – remove second “and”. Should read “room and will refrain...”

Trustee Corzine moved:

“To adopt updated Bylaws with a reviewed and revised date of May 2022 with a minor typo revision.” Trustee Caudill seconded the motion and it carried on a unanimous roll call vote of all trustees present.

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

NAYES ( ):

ABSTAIN ( ):

#### C. Employee handbook Update (Document + Action)

Trustee Caudill moved:

“To adopt the updated Employee Handbook as presented with a revised date of May 2022.”

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

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

NAYES ( ):

ABSTAIN ( ):

#### D. Cleaning Contract (Document + Action)

Trustee Blank moved:

“To authorize the Executive Director to enter into an agreement with SP and Son Building Services Corp for cleaning services in the amount of \$3,570 per month.” Trustee McCauley seconded the motion and it carried on a unanimous roll call vote for all trustees present.

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

NAYES ( ):

ABSTAIN ( ):

- E. Approval of Trustee Expense Reports (Action) None
- F. Building and Grounds Critical Issues (Action) None

**15. ADJOURN TO EXECUTIVE SESSION**

At 6:42 pm Trustee Blank moved:

“To go to Executive Session for the discussion of Personnel Matters 5ILCS 120/2(c)(1)”

Trustee Caudill 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):

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

At 9:32 the Board returned to Open Session

Trustees present in person: Blank, Caudill, Corzine, McCauley, Steker.

A Quorum is physically present in the Library.

Trustees present via Zoom: None (Silcroft did not return after Executive Session)

Staff present: Executive Director L. Rosenthal

Guest present: None

**17. ADJOURNMENT**

At 9:32 pm Trustee Blank moved:

“TO ADJOURN.”

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

AYES (5): Blank, Caudill, Corzine, McCauley, Steker

NAYES (0):

ABSTAIN (0):

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Cathy McCauley, Secretary  
Approved at the next Regular Meeting of June 21, 2022

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Crystal Steker, President