

REGULAR MEETING MINUTES

May 20, 2025

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

1. REGULAR MEETING – CALL TO ORDER

President Steker called the meeting to order at 6pm.

2. ROLL CALL

Secretary Pro Tem Caudill took the Roll Call.

Trustees Present: Caudill, Corzine, McCauley, Silcroft, Suykerbuyk, Steker.

Absent: Trustee Timm.

A quorum is present.

Staff Attendance: Executive Director E. Christianson, Executive Assistant D. McGuire, Deputy Director N. Ziarnik, Business Manager K. Bondi, Reference Dept. Head M. Keegan, Programs and Publicity Dept. Head V. Stern

Public Attendance: Andrew Birner, Alicia Timm, Paul Sucec, Winter Sucec, Hanalia Gira, Dexter Gira, Kelly Pinter, Jason McCauley, Willow McCauley, June McCauley

3. INSTALLATION OF NEW TRUSTEES (OATH OF OFFICE)

A. Oath of Office for elected trustees: Cathy McCauley, Adam Gira, Betty Birner, Karol Sucec

4. ROLL CALL

Trustees Present: Birner, Caudill, Gira, McCauley, Sucec, Suykerbuyk, Steker

5. REPORT OF NOMINATING COMMITTEE MEETING

A. Proposed Slate Of Candidates for Board Officers (Document)

President: Trustee McCauley

Vice President: Trustee Caudill

Secretary: Trustee Birner

Treasurer: Trustee Suykerbuyk

6. ELECTION OF EXECUTIVE OFFICERS (Action)

Trustee McCauley moved:

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

Trustee Caudill 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):

Trustee McCauley then served as President, Trustee Caudill as Vice President, Trustee Birner as Secretary, and Trustee Suykerbuyk as the Treasurer for the remainder of the meeting.

7. PUBLIC COMMENT (Policy No: 1.10)

In accordance with the Illinois Open Meetings Act, the Elia Area Public Library Board of Trustees provides an opportunity for public comment at all board meetings. Please sign in by 6:00 p.m.

8. ADJUSTMENTS TO THE AGENDA

A. Director Christianson requested the removal of Item 16. G to June Agenda.

9. CONSENT AGENDA ACTION

- A. Approval of the Minutes of the Regular Meeting April 15, 2025 (Document)
- B. Approval of the Minutes of the Executive Session of the Regular Meeting April 15, 2025 (Document)
- C. Approval of the Minutes of the Nominating Committee Meeting May 6, 2025 (Document)
- D. Approval of the Minutes of the Committee of the Whole Finance Committee Meeting May 6, 2025 (Document)

Trustee Caudill moved:

“To approve the Consent Agenda.”

Trustee Steker 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):

10. 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.

11. TRUSTEE REPORTS/COMMENTS

Trustee Suykerbuyk shared information regarding the “Sunny Day” pool.

Trustee Steker commented on the new library app.

Trustee Caudill commented that Creative Bug is still unavailable to use on a mobile device.

The reading list functionality on the new app was discussed along with the Reference Question of the month.

Trustee McCauley appreciated receiving the link to the FOIA policy for review and commented on the library exploring/investigating AI.

Trustee Steker mentioned the survey on the website gathering patrons’ ideas on improving the library grounds.

Trustee Sucec commented on the summer teen volunteer program.

12. TREASURER’S REPORT

A. April 2025 (Document)

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

Trustee Caudill moved:

“To approve the April 2025 expenditures as authorized with the balance of the reports to be filed for audit.”

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):

13. CORRESPONDENCE AND COMMUNICATIONS

14. EXECUTIVE DIRECTOR’S REPORT

A. April 2025 Librarians’ Report (Document) Trustee Orientation is scheduled for Saturday, June 28 from 9am -1pm.

B. Action Plan FY25 (Document)

C. Capital Projects FY26

D. New Trustee Orientation

15. UNFINISHED BUSINESS

16. NEW BUSINESS

A. Liaison Assignments (Document + Action)

Trustee Suykerbuyk moved:

“To approve the Liaison Assignments as recommended by President McCauley.”

Trustee Caudill 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):

B. FY26 Working Budget Presentation (Document)

C. Impact Fee Reimbursement to Fremont Public Library District (Document + Action)

Trustee Caudill moved:

“To reimburse Fremont Public Library District \$8138.42 for impact fees incorrectly paid to the Ela Area Public Library District by M/I Homes.”

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 to continue not participating in a non-resident cardholder program (Document + Action)

Trustee Steker moved:

“Since the Ela Area Public Library District borders no unserved areas, we do not participate in a non-resident cardholder program.”

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):

E. Approval of the NSDC/Overdrive Invoice (Document + Action)

Trustee Caudill moved:

“To approve payment of \$20,250 to the North Suburban Digital Consortium (NSDC) for Overdrive e-content and services.”

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):

F. Architect’s Agreement (Product Architecture + Design + JRA Landscape Architecture)-
OSLAD Grant Proposal (Document + Action)

Trustee Birner moved:

“To approve engaging the planning services of JRA Landscape Architecture in conjunction with Product Architecture to create an interactive landscape design for the cost of \$15,000.”

Trustee Steker 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. Construction Management Agreement (LAMP, Inc) (Action)

H. Approval of Trustee Expense Reports (Action)

I. Building and Grounds Critical Issues (Action)

17. SPECIAL COMMITTEE & LIAISON REPORTS

A. Executive Director Review (EDR) Liaison (President McCauley)

B. Personnel Liaison (Vice-President Caudill)

C. Finance Liaison (Treasurer Suykerbuyk)

D. Bylaws & Policy Liaison (Trustee Sucec)

E. Building & Grounds Liaison (Trustee Steker)

F. RAILS Liaison (Trustee Gira)

G. Foundation Liaison (Trustee Caudill) Trustee Caudill mentioned Threadless has items for sale. Purchases contribute to the Foundation. The Foundation was established in 2021/2022 and currently the Foundation has \$5,000. The Foundation Annual meeting is every August.

18. ADJOURN TO EXECUTIVE SESSION

- A. EXECUTIVE SESSION FOR THE DISCUSSION OF PERSONNEL MATTERS BY 5 ILCS 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 7:35pm

Trustee Birner moved:
"To adjourn."

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

AYES (7): Birner, Caudill, Gira, McCauley, Steker, Sucec, Suykerbuyk

NAYS (0):

ABSTAIN (0):

Betty Birner, Secretary
Approved at the next Regular Meeting of June 17, 2025

Cathy McCauley, President