

**REGULAR MEETING MINUTES**

**November 15, 2022**

**6:00 p.m. Meeting Room**

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

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

**2. ROLL CALL**

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

A quorum is present.

Trustees attending virtually: Trustee Hurst is attending via phone as she is out of town on business.

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

Guests Present: Ann Scales – Lauterbach & Amen, Rachael Longberg, Lamp, Inc, Scott Harrod

**3. PUBLIC COMMENT**

**4. ADJUSTMENTS TO THE AGENDA**

Executive Director Rosenthal recommended we move up 10.A, 14.A, 10.C, 14.F to the top of the agenda; recommended we remove 10B; and recommended we tour the new library spaces as part of 14.I.

President Steker asked for any objections, hearing none, the meeting moved on to item 10.A (see below).

**10. EXECUTIVE DIRECTOR'S REPORT**

**A. FY2022 Audit presentation (Lauterbach & Amen)**

Anne Scales from Lauterbach and Amen presented details of the FY2022 Annual Comprehensive Financial Report (ACFR). The Library will submit this document in hopes of winning the Certificate of Achievement for Excellence in Financial Reporting.

Financial highlights of the ACFR include:

- The Library's net position increased from a beginning balance of \$17,988,128 to ending balance of \$18,276,888 at June 30, 2022, an increase of \$288,760 or 1.6 percent.
- The Library's government-wide revenues totaled \$6,266,207, while government-wide expenses totaled \$5,977,447, resulting in an increase to net position of \$288,760.
- The Library's fund balances for the governmental funds increased from a beginning balance of \$8,628,632 to ending balance totaling \$8,863,758 at June 30, 2022, an increase of \$235,126 or 2.7 percent.
- Current Assets and other assets increased from \$15,056,803 to \$16,881,358 primarily due to an increase in cash & investments of \$411,201 and increase in net pension assets (IMRF) of \$1,347,436.

No improvements to our current business office processes were identified.

#### 14. NEW BUSINESS

A. Accept FY2022 Audit as presented (Document + Action)

Trustee Blank moved:

**“To accept the FY2022 ACFR as presented.”**

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

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

NAYES (0):

ABSTAIN (0):

Trustee Hurst present when discussed under “Adjustments to the Agenda”

#### 10. EXECUTIVE DIRECTOR’S REPORT

C. Construction Update

Rachel Londberg from Lamp, Inc. provided photographs and construction updates. The entire project budget is currently projected to be \$3,575,687 – well under the \$3,750,000 budgeted. The project budget has \$131,450 built in for construction contingencies.

#### 14. NEW BUSINESS

F. Construction Change Order(s) (Document + Action)

In opening the walls in the youth workroom, an unplanned load bearing lintel was discovered. Demolition of the lintel is much more extensive than the planned-for demolition of drywall & framing. The initial estimate from our subcontractor was \$31,304 but Lamp is hopeful the actual cost will come in under that amount. The subcontractor has agreed to perform the work on a time & materials basis with a not-to-exceed of \$31,304 (and if the project takes less time than anticipated, the final number will be below that amount).

Trustee Caudill moved:

**“To approve change order #015 in an amount not to exceed \$35,000.”**

Trustee McCauley seconded the motion and the motion passed on a roll call vote of all trustee

s present.

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

NAYES (0):

ABSTAIN (0):

ABSENT (1): Hurst

Trustee Hurst left the meeting at 6:22pm

#### 5. CONSENT AGENDA

A. Approval of the Minutes of the Regular Meeting October 11, 2022 (Document)

Trustee Blank moved:

**“To approve the Consent Agenda.”**

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

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

NAYES (0):

ABSTAIN (0):

ABSENT (1): Hurst

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

None

## **7. TRUSTEE REPORTS/COMMENTS**

### **A. Continuing Education – ILA Conference**

Trustee Steker discussed results of the Trustee self-evaluation in September, several of which were covered by attendance at the ILA conference.

Trustee Blank spoke to materials available in the teen section which she felt contained sensitive subject matter. Director Rosenthal stated that the Collection Development Policy is currently under review and will be discussed at the February 2023 Board Meeting

## **8. TREASURER’S REPORT**

### **A. October 2022 (Document)**

Trustee Caudill moved:

**“To approve the October 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, McCauley, Silcroft, Steker

NAYES (0):

ABSTAIN (0):

ABSENT (1): Hurst

## **9. CORRESPONDENCE AND COMMUNICATIONS**

None

## **10. EXECUTIVE DIRECTOR’S REPORT**

### **B. Department in Focus – Programs & Publicity (Manager Valerie Stern)**

Cancelled due to illness

### **D. October 2022 Librarian’s Reports**

### **E. Action Plan FY2023**

### **F. Training Update (Assistant Director Erica Christianson)**

Exec. Asst. Christianson thanked the trustees for watching the “Per Capita” video.

## **11. STANDING COMMITTEE REPORTS**

### **A. Finance Committee (Trustees Blank, Corzine & Steker)**

### **B. Building & Grounds Committee (Trustees Hurst, Corzine & Silcroft)**

### **C. Bylaws Committee (Trustees Caudill, Hurst & McCauley)**

### **D. Executive Director Review (EDR) Committee (Trustees Steker, Caudill & Blank)**

### **E. Personnel Committee (Trustees Silcroft, Caudill & McCauley)**

### **F. Policy Committee (Trustees Silcroft, Caudill & McCauley)**

### **G. Nominating Committee (Trustees Corzine, Hurst & Silcroft)**

### **H. RAILS Liaison (Trustee Silcroft) RAILS Board elections were discussed.**

**I. Foundation Liaison (Trustee Caudill) Heard back from mayors of Lake Zurich and North Barrington. Need to follow up on the conversations. Possibly sending Thanksgiving cards to those who donated to the Foundation. Looking into opening a brokerage account.**

## 12. SPECIAL COMMITTEE REPORTS

A. Strategic Planning Liaison (Trustee Corzine) Remains impressed by the progress this committee has made. Looking forward to bringing the results to the Trustees.

## 13. UNFINISHED BUSINESS

### 14. NEW BUSINESS

B. Approve Ordinance 22-11-01 Levying Taxes for Library Purposes for the fiscal year 2022/2023 (Document + Action)

The levy, representing an increase of less than 5% from last year's extension, will fund a balanced operating budget in 2023-24 as well as allow for work identified in the long term facilities plan, completion of the interior remodel project, and accommodate the impact of inflation. The anticipated tax increase to the owner of a house valued at \$414,520 is estimated at \$12.

Trustee Silcroft moved:

**“To pass ordinance 22-11-01, an ordinance levying taxes for library purposes for the fiscal year 2023/2024 for the Ela Area Public Library District, Lake County, Illinois in the amount of \$6,657,652.”**

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

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

NAYES (1): Hurst

ABSTAIN (0):

Trustee Hurst rejoined the meeting at 7:24pm

C. Annual Report of Receipts and Disbursements (Document + Action)

Annually, Public Library Districts are required to prepare a statement that must be subscribed and sworn to by the officer preparing the statement (typically the Treasurer) and filed with the County Clerk of the county in which the officer resides, within six (6) months after the expiration of the fiscal year (typically December 31st, since the library district's fiscal year ends June 30th). This statement, required by 30 ILCS 15/1 et seq., is commonly called the Annual Report of Receipts and Disbursements.

Trustee Caudill moved:

**“To approve the Annual Report of Receipts and Disbursements as presented.”**

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

AYES (7): Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

NAYES (0):

ABSTAIN (0):

D. Circulation Policy (Document + Action)

The library district is seeing an influx of temporary residents. The Library wants to issue cards to all residents, including temporary ones. The new procedures would require temporary residents to provide, in addition to a photo ID, a letter from a social service agency, employer and/or landlord, relative, guardian, or host family verifying the temporary address.

Trustee McCauley moved:

**“To move to approve Policy 2.1 Circulation with a reviewed date of 11/2022.”**

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

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

NAYES (0):

ABSTAIN (1): Corzine

**E. IGA Revised (Document + Action)**

Trustee Caudill moved:

**“To authorize the Library Director to execute the attached Intergovernmental Agreement to review, monitor, contest, and defend the assessed valuation of real property located within Ela Township, Lake County. This agreement supersedes the previous one approved by the Library Board of Trustees in September 2022.”**

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

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

NAYES (0):

ABSTAIN (1): Corzine

ABSENT (1): Hurst

Trustee Hurst left the meeting at 8:01pm

**G. Conference room Policy (Document + Action)**

Shortly after the completion of Phase 1, we would like to open up our two new conference rooms to patrons.

Trustee Silcroft moved:

**“To approve new Conference Room Policy 2.8B.”**

Trustee Blank seconded the motion and the motion passed on a roll call of all trustees present.

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

NAYES (0):

ABSTAIN (0):

ABSENT (1): Hurst

**H. Approval of Trustee Expense Reports (Action)**

Trustee Corzine moved:

**“To approve Trustee Expense Reports from the ILA Conference for Trustee Caudill of \$704.43.”**

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

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

NAYES (0):

ABSTAIN (1): Caudill

ABSENT (1): Hurst

**I. Buildings and Grounds Critical Issues (Action)**

Trustees toured the second-floor renovation progress.

**15. ADJOURN TO EXECUTIVE SESSION**

None

**16. ADJOURNMENT**

At 8:27 p.m. Trustee Caudill moved:

**“To Adjourn.”**

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

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

NAYES (0):

ABSTAIN (0):

ABSENT (1): Hurst

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Cathy McCauley, Secretary  
Approved at the next Regular Meeting of January 17, 2023

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Crystal Steker, President