

REGULAR MEETING MINUTES

October 19, 2021

6:00 p.m. Board Room

Remote (via Zoom) Meeting at Ela Area Public Library

Members of the public can listen by phone or view/listen online to the meeting using Zoom (zoom.us). Members of the public will be able to comment via Zoom during the Public Comment period. Public comments can also be emailed to the Board via email at public.comments@eapl.org. Comments for the Meeting that are received by 1pm Tuesday, October 19th will be read during the Public Comment period.

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82942396290?pwd=ZTdIZ2FxC8wMWg0UHF4N1piRGxPZz09>

- Passcode: 353569
- For those who want to listen via phone, please use the following telephone number: 877 853 5257 (Toll Free)

When prompted, dial Webinar ID: 829 4239 6290

1. REGULAR MEETING – CALL TO ORDER

At 6:06 p.m. President Steker called the Regular Meeting to order. Due to the Governor's Disaster Proclamation dated 10/15/2021 and the Board President's determination that it is not feasible to hold an in-person meeting due to rates of COVID infection in the area, the 10/19/21 meeting is held remotely.

2. ROLL CALL

Trustees present remotely via Zoom: Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

Absent: none

Staff present in person: Executive Director L. Rosenthal

Staff present via Zoom: E. Christianson, M. Povilonis, C. Wagner, C. Pedersen, M. Keegan

Guest present via Zoom: S. Harrod (joined at 6:20pm)

3. PUBLIC COMMENT

Mr. Harrod submitted email comments which were read into the record.

4. ADJUSTMENTS TO THE AGENDA

None

5. CONSENT AGENDA

A. Approval of the Minutes of the Regular Meeting September 21, 2021 (Document)

B. Approval of the Minutes of the Budget and Appropriation Hearing September 21, 2021 (Document)

C. Approve the Secretary's report of the Closed Session Minutes review and destruction of all audio recordings made prior to April 1, 2020 (Document)

D. Committee & Liaison Update (Document)

Trustee Blank moved:

"To Approve Consent Agenda items A, B, and D as Presented."

Trustee Corzine 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

ABSENT (0):

ABSTAIN (0):

6. APPROVAL OF ITEMS MOVED FROM CONSENT AGENDA

Trustee Caudill recommended the addition of the sentence "The Board has previously approved minutes for all meetings taking place on or before April 1, 2020."

Trustee Caudill moved:

"To Approve Consent Agenda item C as Amended."

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

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

ABSENT (0):

ABSTAIN (0):

7. TRUSTEE REPORTS/COMMENTS

President Steker noted the ILA virtual conference was very valuable, especially "How Trustees Can Best Lead their Libraries" and mentioned how EAPL has demonstrated such a good working board, with completed Capital Plans, Strategic Plans, Executive Director Review, and Salary Scale with regular review. Recognition was given to longtime Trustees Caudill, Blank, and Corzine for these accomplishments.

Trustee Silcroft mentioned the value of the ILA conference's mock board meeting for legal board issues. Trustee Silcroft also attended the RAILS board meeting, and noted RAILS will be completing a Strategic Plan and is looking for feedback.

Trustee Caudill noted conference attendees can watch recordings of any sessions missed.

8. TREASURER'S REPORT

A. September 2021 (Document)

Trustee McCauley moved:

"To Approve the September 2021 Expenditures As Authorized With The Balance Of The Reports To Be Filed For Audit."

Trustee Silcroft 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
ABSENT (0):
ABSTAIN (0):

9. CORRESPONDENCE AND COMMUNICATIONS

Daily Herald article from 9/28/21 with both a photo and program mention was presented.

10. EXECUTIVE DIRECTOR'S REPORT

A. September 2021 (Document)

The Village of Lake Zurich responded to our TIF requests from 9/24/21, and we will work with the Library's attorney to form a response before the due date of 11/5/21.

The Library received approval to continue with records disposal from the 2018 disposal certificate, plus received approval of a 2021 application to dispose of any records eligible since 2018.

We received the updated census figures for 2020: in the previous 2010 census our residents were 34,462 and in 2020 are 36,749. This will impact our Per Capita grant funds, we should receive an additional \$3,400 per year as a result of the updated resident numbers.

We're working with a patron's family on a potential restricted, recurring donation in memory of Josephine Drucker. Acceptance of the restricted donation would require board action and will come back during the November board meeting.

Director Rosenthal concurred with the Trustees on a value of the ILA conference, especially the keynote speaker and the four sessions for Trustees.

B. Per Capita Grant Requirements – Assistant Director Erica Christianson

The 2022 Per Capita Grant application requires, once again, a review of all the Illinois Library Standards 4.0. Assistant Director Christianson is creating a video summary of how the Library performs against the standards, which all trustees and staff can view at their leisure. A link to the video will be sent around November 1.

C. Action Plan 2021-2022

Updated Google Street View photos were discussed.

D. Board brainstorming session at January 2022 meeting

President Steker discussed the option of gathering prior to the January board meeting for a social get-together (pending COVID infection rates), and taking time during the January board meeting to strategize changes to the current board processes. Trustee McCauley will work with Director Rosenthal to plan a menu.

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)

Trustee Silcroft reported previously on the RAILS board meeting and strategic planning.

I. Foundation Liaison (Trustee Caudill)

Trustee Caudill reported the Foundation continues to progress, although determination of 501(c)(3) status could take as long as 27 months.

12. SPECIAL COMMITTEE REPORTS

None

13. UNFINISHED BUSINESS

None

14. NEW BUSINESS

A. 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).

Trustee Caudill moved:

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

Trustee Corzine 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

ABSENT (0):

ABSTAIN (0):

B. Resolution 21-10-01 Determining Amount of Money to Be Raised By Taxation for 2022-2023 Fiscal Year (Document + Action)

The process for calculating our estimate of funds needed to be raised by taxation for next year is:

- By law we may not levy more than we appropriate so we can consider our appropriation of \$6,864,060 as our tax ceiling.
- Last year's tax revenues were \$6,208,232 which we can consider our tax floor if the levy were held flat for another year.
- Using last year's revenue of \$6,208,232 we estimate that we could request up to \$6,518,023 without triggering the black box advertisement (TITA), which represents a 4.99% increase.
- Based upon estimated EAV including new construction, we estimate that we will receive up to \$6,364,833 if it is requested, which represents a 2.52247% increase.

- Filing a levy request in the amount of \$6,400,000 places the library in the middle of the ceiling and floor, ensuring that the Library will capture all tax revenue we are legally able to without initiating TITA. This represents a 3.0889% increase.

Trustee Corzine moved:

“To approve resolution 21-10-01 determining the amount of money estimated to be necessary to be raised by taxation in the amount of \$6,400,000.”

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

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

NAYES (1): Hurst

ABSENT (0):

ABSTAIN (0):

C. Approval of Trustee Expense Reports (Action)

None

D. Building and Grounds Critical Issues (Action)

None

15. ADJOURN TO EXECUTIVE SESSION

A. EXECUTIVE SESSION FOR THE DISCUSSION OF PERSONNEL MATTERS 5 ILCS 120/2(c)(1)

None

B. EXECUTIVE SESSION FOR THE DISCUSSION OF PENDING, PROBABLE, OR IMMINENT LITIGATION AS ALLOWED BY 5 ILCS 120/2(c)(11)

None

C. EXECUTIVE SESSION FOR THE DISCUSSION OF EXECUTIVE SESSION MINUTES AS ALLOWED BY 5 ILCS 120/2(c)(21)

None

16. ROLL CALL (If returning from Executive Session)

N/A

17. ADJOURNMENT

At 7:37 p.m. Trustee Blank moved:

“TO ADJOURN.”

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

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

ABSENT (0):

ABSTAIN (0):

Cathy McCauley

Cathy McCauley, Secretary
Approved at the next Regular Meeting of November 16, 2021

Crystal Steker

Crystal Steker, President