Ela Area Public Library District______________________BOARD OF TRUSTEES

REGULAR MEETING MINUTES
October 21, 2025
6:00 p.m. 2nd Floor Conference Room

1. **REGULAR MEETING – CALL TO ORDER**
   President McCauley called the meeting to order at 6:00pm

2. **ROLL CALL**
   Trustees Present: Birner, Caudill, Gira, Steker, Sucec, Suykerbuyk, McCauley
   A quorum is present.
   Staff Attendance: Executive Director E. Christianson, Executive Assistant D. McGuire, Business Manager K. Bondi, Reference Department Head Melissa Keegan

3. **PUBLIC COMMENT** (Policy No: 1.10)
   In accordance with the Illinois Open Meetings Act, the Ela Area Public Library Board of Trustees provides an opportunity for public comment at all board meetings. Please sign in by 6:00 p.m.

4. **ADJUSTMENTS TO THE AGENDA**

5. **CONSENT AGENDA**

   A. Approval of the Minutes of the Regular Meeting October 21, 2025 (Document)
   B. Approval of Engberg Anderson Architects Invoice for FY26 HVAC Projects in the amount of $45,120 (Document)
      Trustee Caudill moved:
      "To approve the Consent Agenda."
      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):

6. **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.

7. **TREASURER'S REPORT**
   A. September 2025 (Document)
   Suggested Motion: I move to approve the September 2025 expenditures as authorized with the balance of the reports to be filed for audit.

Trustee Caudill moved:
"To approve the October 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):

8. **TRUSTEE REPORTS/COMMENTS**

Trustee Caudill informed everyone that evaluations are available regarding programs presented at the ILA conference; please fill these out. They are reviewed. Presentation slides are available for viewing.
Trustee Suykerbuyk commented on the programs presented for 20's/30's.
Trustees Birner and Gira commented on the ILA Conference.
Trustee McCauley commented on the addition of the Vernon Hills Library to the CCS Consortium and the work the Circulation Department was involved in to assist with the process.
Trustee Steker congratulated Director Christianson on her 30th anniversary at Ela Library.

9. **CORRESPONDENCE AND COMMUNICATIONS**

10. **EXECUTIVE DIRECTOR'S REPORT**
    A. September 2025 Librarians' Report (Document)
    B. GFOA Certificate of Excellence in Financial Reporting FY24
    C. Action Plan 2025-2026 (Document)

11. **SPECIAL COMMITTEE & LIAISON REPORTS**
    A. Executive Director Review (EDR) Liaison (President McCauley)
    B. Personnel Liaison (Vice-President Caudill)
    C. Finance Liaison (Treasurer Suykerbuyk)
    D. Building & Grounds Liaison (Trustee Steker)
    E. Bylaws & Policy Liaison (Trustee Sucec)
    F. RAILS Liaison (Trustee Gira)
    G. Foundation Liaison (Trustee Caudill)

12. **UNFINISHED BUSINESS**

13. **NEW BUSINESS**
    A. Resolution 25-10-01 Determining Amount of Money to Be Raised By Taxation for 2026-2027 Fiscal Year (Document + Action)
    Trustee Gira moved:
    "To approve Resolution 25-10-01 Determining the Amount of Money estimated to be necessary to be raised by taxation in the amount of $7,714,000."
    Trustee Sucec 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. Approval of Investment Transfer (Document + Action)
Trustee Caudill moved:
"To redeem the FHLB Bond, maturing on 10.28.25 and to transfer it into the Library's MaxSafe Money Market Account at Wintrust, Investments."
Trustee Suykerbuyk 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):

C. Discussion and Review of Carpet & 2nd Floor Project (Document)

D. Approval of Construction Management Agreement (Lamp, Inc) Exhibit A Flooring & Electrical Project (Document + Action)
Trustee Gira moved:
"To approve Exhibit A. CM Fees & Project General Conditions with Lamp Incorporated for Flooring & Electrical Project in the amount of $142,294."
Trustee Sucec seconded the motion and it passed on a unanimous roll call vote.

AYES(7): Birner, Caudill, Gira, Steker, Sucec, Suykerbuyk, McCauley
NAYS(0):
ABSTAIN(0):

E. Approval of Proposal for Architectural Services for the Carpet & 2nd Floor Refurbishment Project (Document + Action)
Trustee Sucec moved:
"To approve Product Architecture + Design's Proposal for Architectural Services in the amount of $103,000 for the FY25/26 Carpeting/2nd Floor Refurbishment Project."
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):

F. Approval of Employee Travel and Expenses for the IFMA Conference Sept. 17-19, 2025 (Document + Action)

Trustee Caudill moved:
"To approve staff hotel expenses incurred for lodging during the 2025 IFMA conference in Minneapolis, MN as described in Exhibit 13.F."
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):

G. Approve the Secretary's report of the Closed Session Minutes review and destruction of all audio recordings made prior to April 1, 2024 (Document)
Moved to November 18, 2025, Board of Trustees Meeting Agenda.

H. Identity Protection Act Policy Review (Document + Action)
Moved to November 18, 2025, Board of Trustees Meeting Agenda.

I. Approval of Contractor Agreement (Martin Petersen Company, Inc.) HVAC Equipment/Controls Replacement (Document + Action)
Trustee Caudill moved:
"To approve the Standard Form of Agreement Between Owner and Contractor, Construction Manager as Advisor Edition, with Martin Petersen Company, Inc. for the FY26 HVAC Replacement Project pending contract review and approval by the library's attorney prior to the library entering into the agreement."
Trustee Suykerbuyk 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):

J. Approval of Trustee Expense Reports from the ILA Conference for $744.65 (Action)
Trustee Steker moved:
"To approve Trustee Expense account in the amount of $744.65 for Trustee Caudill."
Trustee Gira seconded the motion and it passed on a unanimous roll call vote of all trustees present.

AYES(6): Birner, Gira, Steker, Sucec, Suykerbuyk, McCauley
NAYS(0):
ABSTAIN(1): Caudill

K. Building and Grounds Critical Issues (Action) - none

14. ADJOURN TO EXECUTIVE SESSION

A. EXECUTIVE SESSION FOR THE DISCUSSION OF PERSONNEL MATTERS BY 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 BY5 ILCS 120/2(c)(21) – none

15. ROLL CALL (If returning from Executive Session)

16. ADJOURNMENT

Adjournment at 8:14pm

Trustee moved Caudill
"To adjourn."
Trustee Birner 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):

Betty Birner, Secretary
Approved at the next Regular Meeting of November 18, 2025

Cathy McCauley, President