Ela Area Public Library District_____________________________BOARD OF TRUSTEES

REGULAR MEETING Minutes Draft
September 16, 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, Gira, Steker, Sucec, Suykerbuyk, McCauley
A quorum is present.
Absent: Trustee Caudill is absent.
Staff Attendance: Executive Assistant D. McGuire, Deputy Director N. Ziarnik, Business Manager K. Bondi
Staff Attendance via Zoom: Executive Director E. Christianson
Public Attendance: Tom McGrath, Lamp, Inc., Scott Harrod

3. ADJOURN TO BUDGET AND APPROPRIATION
President McCauley called to adjourn to the Budget and Appropriation Hearing at 6:02pm
Trustee Steker moved:
"To adjourn to the Budget and Appropriation Hearing."
Trustee Birner seconded the motion and it passed on a unanimous voice vote of all trustees present.

AYES(6:) Birner, Gira, Steker, Sucec, Suykerbuyk, McCauley
NAYES(0):
ABSENT(1): Caudill

A. Call to Order
President McCauley called the Budget and Appropriation Hearing to order at 6:02pm

B. Roll Call
Trustees Present: Birner, Gira, Steker, Sucec, Suykerbuyk, McCauley
A quorum is present.
Absent: Trustee Caudill is absent.
Staff Attendance: Executive Assistant D. McGuire, Deputy Director N. Ziarnik, Business Manager K. Bondi
Staff Attendance via Zoom: Executive Director E. Christianson
Public Attendance: Tom McGrath, Lamp, Inc., Scott Harrod

C. Budget and Appropriation Hearing – Public Comment
Purpose of the hearing is to allow public comment with regards to the Budget and Appropriations Ordinance. Hearing held for 5 minutes to allow any late arriving public to attend. There were no comments.
Trustee Steker moved:
"To Adjourn the Budget and Appropriation Hearing."
Trustee Birner seconded the motion and it passed on a unanimous voice vote of all trustees present.

AYES(6:) Birner, Gira, Steker, Sucec, Suykerbuyk, McCauley
NAYES(0):
ABSENT(1): Caudill

Budget and Appropriation Hearing adjourned at 6:08pm

RETURN TO THE REGULAR MEETING – CALL TO ORDER
President McCauley reconvened the regular board meeting of the Ela Area Public Library Board of Trustees at 6:08pm.

4. **ROLL CALL**
Trustees Present: Birner, Gira, Steker, Sucec, Suykerbuyk, McCauley
A quorum is present.
Absent: Trustee Caudill is absent.
Previous staff and guests mentioned are present.

5. **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.

6. **ADJUSTMENTS TO THE AGENDA**

7. **NEW BUSINESS I**
A. Approval of the 25-07-01 Budget and Appropriation Ordinance (Document + Action)
Trustee Gira moved:
"To approve Ordinance 25-07-01 Combined Budget and Appropriation in the amount of $11,393,379 for Fiscal year 2025-2026 as presented."
Trustee Steker seconded the motion and it passed on a unanimous roll call vote of all trustees present.

AYES(6:) Birner, Gira, Steker, Sucec, Suykerbuyk, McCauley
NAYES(0):
ABSENT(1): Caudill

B. Approval of the trade package 23A-1 HVAC with Martin Peterson Company, Inc of Kenosha, WI (Document + Action)
Trustee Birner moved:
"To approve trade package 23A-1 HVAC with Martin Peterson Company, Inc. of Kenosha, WI for Base Bid – C (Carrier): in the amount of $750,830.
Trustee Sucec seconded the motion and it passed on a unanimous roll call vote of all trustees present.

AYES(6:) Birner, Gira, Steker, Sucec, Suykerbuyk, McCauley
NAYES(0):
ABSENT(1): Caudill

C. Construction Management Agreement and Exhibit A HVAC Updates (LAMP, Inc) (Document +Action)
Trustee Sucec moved:
"To approve the Standard Form of Agreement Between Owner and Construction Manager as Advisor, with Lamp Incorporated for Mechanical and Interior Renovations and Exhibit A. HVAC Updates CM Fees & Project General Conditions in the amount of $158,155."
Trustee Suykerbuyk seconded the motion and it passed on a unanimous roll call vote

of all trustees present.

AYES(6:) Birner, Gira, Steker, Sucec, Suykerbuyk, McCauley
NAYES(0):
ABSENT(1): Caudill

8. CONSENT AGENDA

A. Approval of the Minutes of the Regular Meeting July 15, 2025
Trustee Steker moved:
"To approve the Consent Agenda."
Trustee Suykerbuyk seconded the motion and it passed on a unanimous voice vote of all trustees present.

AYES(6:) Birner, Gira, Steker, Sucec, Suykerbuyk, McCauley
NAYES(0):
ABSENT(1): Caudill

9. 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.

10. TREASURER'S REPORTS

A. July 2025 (Document)
B. August 2025 (Document)
Suggested Motion: I move to approve the July and August 2025 expenditures as authorized with the balance of the reports to be filed for audit.

Trustee Birner moved:
"To approve the July and August 2025 expenditures as authorized with the balance of the reports to be filed for audit."
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
NAYES(0):
ABSENT(1): Caudill

11. TRUSTEE REPORTS/COMMENTS

Trustee Suykerbuyk commented on the Ela Area Public Library shown in the ILA magazine.
Trustee Steker commented on the quality of the Footnotes newsletter, IT keeps everything updated, the number of children that participated in summer activities, and the IPLAR report.
Trustee Sucec commented on positive feedback received from patrons about the library.
Trustee McCauley commented on patron feedback, on items available in the Library of Things, the inaugural meeting of the Little Free Pantry, and information from the Librarian's Reports.
Trustee Gira commented on the outdoor concert series.

12. CORRESPONDENCE AND COMMUNICATIONS

13. EXECUTIVE DIRECTOR'S REPORT

A. July & August 2025 Librarians' Reports (Document)

B. FY25 IPLAR (Document)

C. Action Plan 2025-2026 (Document)

14. 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) Trustee Gira mentioned in 2023 RAILS, ILA, ILCARLY and IHLS formed a coalition "Unite Against Book Bans Regional Response Volunteers" made up of volunteers from school, academic and public libraries to defend intellectual freedom. They were awarded the "2025 Illinois Library Association Intellectual Freedom Award."
G. Foundation Liaison (Trustee Caudill) (Document) Former Trustees Corzine and Silcroft joined the Foundation. Threadless store continues to provide contributions to the Foundation.

15. UNFINISHED BUSINESS

16. NEW BUSINESS II

A. OSLAD Grant Proposal Presentation – Ziarnik (Document)
B. Resolution 25-09-01 OSLAD Funding and Regulations (Document + Action)
Trustee Suykerbuyk moved:
"To approve Resolution 25-09-01 certifying and acknowledging that the Ela Area Public Library District has sufficient funds necessary to complete the pending OSLAD project within the timeframes specified for the project execution and will follow all terms, conditions, and regulations."
Trustee Sucec seconded the motion and it passed on a unanimous roll call vote of all trustees present.

AYES(6:) Birner, Gira, Steker, Sucec, Suykerbuyk, McCauley
NAYES(0):
ABSENT(1): Caudill

C. Ordinance 25-09-01 Maintenance and Management of Grounds and Facilities (Document + Action)
Trustee Birner moved:
"To approve Ordinance 25-09-01 certifying and acknowledging that the Ela Area Board of Trustees affirms its statutory authority under the Illinois Public Library District Act to manage and maintain outdoor property and facilities in support of public library service."
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
NAYES(0):
ABSENT(1): Caudill

D. Approval of Trustee Expense Reports (Action)
E. Building and Grounds Critical Issues (Action)

17. 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 BY5 ILCS 120/2(c)(21)

18. ROLL CALL (If returning from Executive Session)

19. ADJOURNMENT

Adjournment at 7:41pm

Trustee Birner moved:
"To adjourn."
Trustee Suykerbuyk seconded the motion and it passed on a unanimous voice vote of all trustees present.

AYES(6:) Birner, Gira, Steker, Sucec, Suykerbuyk, McCauley
NAYES(0):
ABSENT(1): Caudill

Betty Birner, Secretary
Approved at the next Regular Meeting of October 21, 2025

Cathy McCauley, President