

REGULAR MEETING MINUTES

September 21, 2021

6:00 p.m. Meeting Room

Members of the public are welcome to attend in person, or you can view the meeting online via:

<https://us02web.zoom.us/j/82942396290?pwd=ZTdIZ2FmZC8wMWg0UHF4N1piRGxPZz09>

- Passcode: 353569
- For those who want to listen via phone, please use the following telephone number:
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1. REGULAR MEETING – CALL TO ORDER

At 6:00 p.m. President Steker called the Regular Meeting to order.

2. ROLL CALL

Trustees present in person: Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

Absent:

Staff present in person: Executive Director L. Rosenthal, E. Christianson, M. Povilonis, M. Creel

Staff viewing via Zoom: N. Ziarnik, C. Pedersen

Guest present in person: S. Harrod

3. ADJOURN TO BUDGET AND APPROPRIATION HEARING

At 6:01 p.m. Trustee Blank moved:

“TO ADJOURN to Budget and Appropriation Hearing.”

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

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

ABSENT (0):

ABSTAIN (0):

4. ROLL CALL

At 6:07 p.m. President Steker called the Regular Meeting back to order.

Trustees present in person: Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

Absent:

Staff present in person: Executive Director L. Rosenthal, E. Christianson, M. Povilonis, M. Creel

Staff viewing via Zoom: N. Ziarnik, C. Pedersen

Guest present in person: S. Harrod

5. PUBLIC COMMENT

Scott Harrod noted he appreciates that wifi hotspots now circulate for three weeks. He was unable to locate the FOIA policy or form on the new website. He noted that he had submitted a FOIA request via email but the response was not sent to his preferred email but rather as a reply to the request. He noted that the website lists the phone numbers for the Director and Assistant Director in reverse. And he noted that he would like the board packet to be posted online.

6. ADJUSTMENTS TO THE AGENDA

None

7. CONSENT AGENDA

A. Approval of the Minutes of the Regular Meeting July 20, 2021 (Document)

Trustee Hurst moved:

“To Approve the Consent Agenda As Presented.”

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

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

ABSENT (0):

ABSTAIN (0):

8. APPROVAL OF ITEMS MOVED FROM CONSENT AGENDA

N/A

9. TRUSTEE REPORTS/COMMENTS

Trustee Blank noted her admiration for the Library of Things. Trustee McCauley noted the excellent service she received from the Circulation and Information Services departments. President Steker noted her appreciation for the new website and the thoughtful Trustee comments in the latest Footnotes. Trustee Caudill shared the sentiment on the new website, noted that she was able to access the FOIA policy and forms on the website, expressed appreciation for Nick Chiappetta and Director Rosenthal for assistance during ILA Trustee Forum, noted the new issue of ILA Reporter includes new members Trustees Silcroft and McCauley, mentioned micro-pantries as a valuable service, and updated on the status of the Library Foundation. Trustee Silcroft noted her appreciation for the many programs available in Footnotes. Trustee Hurst noted her appreciation for the accessibility of programs on the new website.

10. TREASURER'S REPORT

A. July 2021 (Document)

B. August 2021(Document)

Trustee Caudill moved:

“To Approve the July and August 2021 Expenditures As Authorized With The Balance Of The Reports To Be Filed For Audit.”

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):

Treasurer Blank discussed how the expenditures were tracking to the budget for July and August. Director Rosenthal noted that investment interest in July and August was accrued in June, so investments only booked Market Value Adjustments without offsetting Interest revenue, but for the rest of the fiscal year we will see interest that will exceed adjustments. Treasurer Blank also explained the July and August financial reports, noting the difference between Deferred Property Taxes (liability) and Property Taxes Receivable (asset) on the balance sheets.

11. CORRESPONDENCE AND COMMUNICATIONS

A. FY2021 Annual Report

Trustees liked the bound annual report. Moving forward, we will continue to create this document and save a copy in the fire-proof cabinet.

12. EXECUTIVE DIRECTOR'S REPORT

A. July & August 2021 (Document)

Director Rosenthal gave a tentative timeline for the library remodel project and described how Google Street View filming had gone.

B. TIF reimbursement request (Document)

Director Rosenthal reviewed the TIF request letters that would be submitted to the Village of Lake Zurich and the TIF process was discussed.

C. Action Plan 2021-2022 (Document)

Assistant Director Christianson is updating the Action Plan to keep the board abreast of progress on the various initiatives.

13. STANDING COMMITTEE REPORTS

A. Building & Grounds Committee: No Report

B. Finance Committee: No Report

C. Nominating Committee: No Report

D. Personnel Committee: No Report

E. Policy Committee: No Report

F. Bylaws Committee: No Report

G. Executive Director Review Committee: No Report

14. SPECIAL COMMITTEE REPORTS

None

15. UNFINISHED BUSINESS

None

16. NEW BUSINESS

A. Approval of 21-07-01 Budget and Appropriation Ordinance (Document + Action)

Following the Board's approval of the FY2022 Working Budget in June, the next step on the

fiscal calendar is approval of the FY2022 B&A. In compliance with Illinois Budget Law, 50 ILCS 330/1 et. Seq., as amended, as well as Illinois Public Library District Act 75 ILCS 16/30-85, all Illinois municipal corporations are required to adopt an Annual Budget and Appropriation Ordinance (B&A) by the end of the first quarter of the fiscal year. The B&A outlines the objects and purposes of expenditures and specifies the maximum amount which can be legally expended by the Library in the current Fiscal Year if sufficient funds are available. Prior to passage of a Final B&A, a public hearing must be held. That hearing was held Tuesday, September 21, 2021 at 6:00 pm.

A draft of the B&A, known as the Tentative B&A, must be available to the public for a minimum of 30 days prior to the hearing, which was completed; the document has been available both on the library's website and on the public notice bulletin board at the front of the Library. This Appropriation represents 5% above the working budget for personnel and 10% for everything else. These amounts will enable the Library to be able to operate smoothly, allowing for some cushion for expenditures within their buckets. We may decide to spend more on books and less on DVDs, which is permitted within the "Materials" appropriation line item. The Appropriation will pave the way for the Levy request this fall, which will fund FY22/23 expenditures. This fall's Levy is not expected to exceed a 5% increase over funds received for the current year so will not trigger the black box advertisement.

Trustee Silcroft moved:

"I move to Approve Ordinance 21-07-01 Budget and Appropriation in the amount of \$6,864,060 for Fiscal Year 2021-2022 as presented." Trustee Caudill 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. Travel Reimbursement Policy (Document + Action)

Public Act 099-0604, effective January 1, 2017, established the Local Government Travel Expense Control Act which required all non-home rule units of local government to adopt by resolution or ordinance a policy governing reimbursement of all travel, meal, and lodging expenses of officers and employees. The Ela Library passed resolution 2016-10-2 to comply with this requirement. The new policy that was attached to the resolution, however, was never added to the Policy Manual so it has not been reviewed since its passage in 2016. With this revision, a suggested update on the language is recommended, along with standardizing the policy for the Library's policy manual. This updated 2.4 policy will be included with others on the Library's website.

Trustee Blank moved:

"I move to approve revisions to library board policy 2.4 Travel and Expense Reimbursement with a reviewed and revised date of 9/2021." Trustee Caudill 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):

C. Outdoor Digital Sign Policy (Document + Action)

Trustee Blank moved:

“I move to approve library board policy 1.9 Outdoor Digital Sign with no changes and a reviewed date of 9/2021.” Trustee Caudill 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):

D. Circulation Policy (Document + Action)

The Assistant Director and Circulation Department Head reviewed and revised the Circulation Policy. The update includes all card types (resident, non-resident taxpayer / business, teacher, and staff) in the board-approved policy. Business and Teacher cards have always been incorporated into Circulation Procedures, and this revision adds language on Staff cards as well. Procedures were also updated for categories of materials and to clarify language.

Trustee Corzine moved:

“I move to approve updates to library board policy 2.1 Circulation Policy with a reviewed and revised date of 9/2021.” 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

ABSENT (0):

ABSTAIN (0):

E. Employee Handbook Updates (Document + Action)

Current paid time off policies are extraordinarily labor-intensive, requiring the HR Manager to manually calculate accrual amounts for employees individually. It is recommended that we standardize accrual amounts so paid time off can be calculated automatically by our payroll provider. The update enables this efficiency. The first section 3.1 clarifies which employees are eligible to earn paid time off. The sections in 5.0 details how accruals will be calculated moving forward.

Trustee Blank moved:

“I move to approve updates to the Employee Handbook as presented in Exhibit 16.E.” Trustee Caudill 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):

F. Changing 457(b) plan providers (Document at meeting + Action)

Mission Square’s proposal significantly reduces the amount of administrative fees employees pay. For example, staff currently investing in Nationwide’s S&P 500 Index fund are paying .45% fund fees plus .8% administrative fees every year – for a \$10,000 investment that means Nationwide gets \$125 of their money every year. Mission Square will waive the administrative fees entirely, so staff will only pay .31% in fund fees for the iShares S&P 500 Index fund – for the same \$10,000 investment Mission Square will only get \$31.

Trustee Corzine moved:

“I move to adopt Resolution 21-09-01 authorizing Mission Square as the Library’s 457 plan provider.” 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):

G. Approval of Trustee Expense Reports (Action)

None

H. Building and Grounds Critical Issues (Action)

None

17.

**A. EXECUTIVE SESSION FOR THE DISCUSSION OF PERSONNEL MATTERS
5ILCS 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

18. ADJOURNMENT

At 7:10 p.m. Trustee Hurst moved:

“TO ADJOURN.”

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

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

ABSENT (0):

ABSTAIN (0):



Cathy McCauley, Secretary
Approved at the next Regular Meeting of October 19 2021



Crystal Steker, President

