

**REGULAR MEETING MINUTES**

**July 20, 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/87305016015?pwd=VkhUVTRyWGN3eEp6V3NqUzZQK0pZdz09>

- Passcode: 753502
- For those who want to listen via phone, please use the following telephone number:  
888 475 4499 (Toll Free) or 877 853 5257 (Toll Free)  
When prompted, dial Webinar ID: 873 0501 6015

**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, D. Bryzelak, M. Creel, C. Pedersen

Staff viewing via Zoom: M. Keegan, R. Stein

Guest present in person:

**3. PUBLIC COMMENT**

None

**4. ADJUSTMENTS TO THE AGENDA**

Move 5A from the Consent Agenda.

**5. CONSENT AGENDA**

**B. Approval of the Minutes of the Executive Session Meeting June 15, 2021**

**C. Bibliotheca invoice**

**D. ProQuest invoice**

**E. Generator repair**

**F. Staff Discovery Day on Friday, October 22<sup>nd</sup>**

Trustee Blank moved:

**“To Approve the Consent Agenda Items B-F 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):**

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

**A. Approval of the Minutes of the Regular Meeting June 15, 2021**

Trustee Blank moved:

**“To Approve the Minutes of the Regular Meeting June 15, 2021, with corrections as noted.”**

Trustee Corzine 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):**

**7. TRUSTEE REPORTS/COMMENTS**

**A. EAPL Committee Assignments FY2022**

Trustee Caudill moved:

**“To Approve the addition of Mary Silcroft as the RAILS Liaison.”**

Trustee Corzine 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):**

Trustee Blank commented on how her email had been hacked and is still not getting emails. She was appreciative of all the help IT provided her during the process.

Trustee McCauley thought the science website Zoonivers.org mentioned in the teen librarian’s report was fascinating and was excited to share it with her children.

**8. TREASURER’S REPORT**

**A. June 2021**

Trustee Caudill moved:

**“To Approve the June 2021 Expenditures As Authorized With The Balance Of The Reports To Be Filed For Audit.”**

Trustee Blank 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):**

Because the Library is switching from Modified Cash to Modified Accrual accounting, the June Treasurer’s Report includes both reports from QuickBooks using cash, and from the new MIP fund software using accrual. Executive Director Rosenthal explained the differences between the two sets of reports and how adjustments will be reported moving forward. The biggest change will be in how the Balance Sheet is presented: fund balance from FY2019 and FY2020 only included Cash and Investment assets: fund balance from FY2021 includes receivables, prepaids, and payables. We believe using Modified Accrual will more accurately portray fund balances and result in fewer erroneous tax objection lawsuits.

## **9. CORRESPONDENCE AND COMMUNICATIONS**

The communications folder was made available to the Trustees at the meeting.

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

### **A. Technology Audit – presentation by IT Manager Chris Pedersen**

IT Manager Chris Pedersen described the technology audit and the four-year plan to bring the Library's technology up to date.

### **B. June 2021**

### **C. Action Plan 2020-2021 Review**

### **D. Investment Strategies**

Executive Director Rosenthal discussed varying strategies for investing reserve funds: Inland Bank, Illinois Funds, and Ehlers Investments. She evaluated all options and showed the Trustees that Ehlers is giving the best return at this time but wanted to call attention to the market adjustment that the new modified accrual accounting takes into consideration.

## **11. 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**

## **12. SPECIAL COMMITTEE REPORTS**

## **13. UNFINISHED BUSINESS**

## **14. NEW BUSINESS**

### **A. 21-07-01 Tentative Budget and Appropriation Ordinance**

Executive Director Rosenthal described the purpose of the tentative B & A. 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. 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 is set for 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. Following tonight's meeting, the document will be available both on the library's website and on the public notice bulletin board at the front of the Library. Approval of the Tentative B&A only approves the amounts for posting and is not final approval of the ordinance, which will only happen after the hearing. Amounts in the final B&A ordinance can be adjusted to the board at the hearing and before final adoption.

Trustee Caudill moved:

**“To Approve Ordinance 21-07-01 Tentative Budget and Appropriation in the amount of \$6,864,060 for Fiscal Year 2021-2022 as presented.”**

Trustee Blank 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):**

## **B. Accept IPLAR**

Executive Director Rosenthal explained that The Illinois Public Library Annual Report (IPLAR) must be filed electronically by August 31, 2021. The last step in filing is having the Board President and Board Secretary certify that they agree with the following statement:

“This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.”

Trustee Corzine moved:

**“To approve the IPLAR for fiscal year 2021 with amendments as noted.”**

Trustee Hurst 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):**

## **C. Appointment of Two Board Members to audit 2021/2022 Meeting Minutes**

Before the FY2021 Illinois Public Library Annual Report (IPLAR) can be submitted, two trustees must perform the Secretary's Audit. Last year Trustees Blank and Steker completed the audit. The IPLAR is due 8/31/2021 so completion of the Secretary's Audit should be done before audit.

Trustees Kathy Caudill and Mary Silcroft volunteered to audit the minutes.

## **D. Staff Usage of Library Electronic & Communication Systems**

Executive Director Rosenthal explained The Staff Usage of Library Electronics' policy was drafted by Ancel-Glink a few years ago and was reviewed by them this month. They do not recommend any revisions needed to the policy.

Trustee Caudill moved:

**“To approve library board policy 2.12 Staff Usage of Library Electronics & Communication Systems with no changes.”**

Trustee Hurst 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):**

#### **E. Social Media Policy**

Executive Director Rosenthal detailed Ancel-Glink's revisions to bring the Library's Social Media policy completely up to date with current law.

Trustee Caudill moved:

**"To approve library board policy 2.13 Social Media with a reviewed and revised date of 7/2021."**

Trustee Corzine 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):**

#### **F. Investment Policy**

Executive Director Rosenthal explained that Lake County earned an amazing amount of interest last year, \$9.7M and she asked our investment company Ehlers if we're able to employ the same strategies. They informed her the Illinois Public Funds Act enables units of government to invest in corporate bonds and municipal bonds of other units of government, which may enable us to earn higher rates of return. However, our current Investment Policy only lists 4 of the 6 permitted investments in the Illinois Public Funds Act. In an effort to include the additional 2 investment options, Executive Director Rosenthal restructured and revised the Policy to include Procedures (which the Policy language said we would include but hadn't yet) and moved language around.

Trustee Blank moved:

**"To approve library board policy 1.12 Investment Policy with a reviewed and revised date of 7/2021."**

Trustee McCauley 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):**

#### **G. Whistleblower Policy**

The Lake County State's Attorney sent a letter asking units of government to appoint an "auditing official" in compliance with new whistleblower legislation. The Executive Director is the recommended choice as the "auditing official." The responsibilities set out in the Act are already the Director's responsibilities. Ancel-Glink sent the recommended whistleblower policy to comply with the new requirement

Trustee Caudill moved:

**“To approve the addition of 2.11 Whistleblower Policy with an effective date of 7/2021.”**

Trustee Blank 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):**

#### **H. Remote Work**

Executive Director Rosenthal explained that we recognize that there are times when employees might benefit from work-from-home arrangements. She suggested changes to the Employee Handbook to include these adjustments and the changes were reviewed by legal counsel.

Trustee Caudill moved:

**“To approve updates to the Employee Handbook section 4.10 Working from Home.”**

Trustee Corzine 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):**

#### **I. Approval of Trustee Expense Reports (Action)**

#### **J. Building and Grounds Critical Issues (Action)**

### **15.**

#### **A. EXECUTIVE SESSION FOR THE DISCUSSION OF PERSONNEL MATTERS 5ILCS 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 BY 5 ILCS 120/2(c)(21)**

### **16. ADJOURNMENT**

At 8:00 p.m. Trustee Silcroft moved:

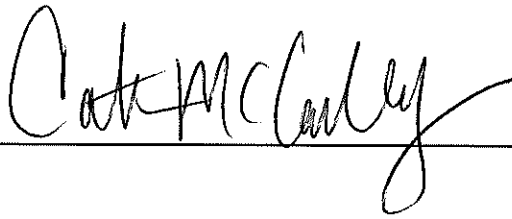
**“TO ADJOURN.”**

Trustee Hurst 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):**

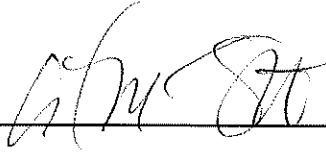
**ABSTAIN (0):**



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Cathy McCauley, Secretary

Approved at the next Regular Meeting of September 21, 2021



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Crystal Steker, President