

REGULAR MEETING MINUTES

July 21, 2020

6:00 p.m.

**Blended Remote (via Zoom) /
In Person 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, July 21st will be read during the Public Comment period.

- Please click the link below to join the webinar:
<https://us02web.zoom.us/j/83446347940?pwd=UUFqS3Awa2R2TUZ2TWwrVUtWRmVMZz09>
Password: 855853
- 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: 834 4634 7940

1. REGULAR MEETING – CALL TO ORDER

At 6:03 p.m. President Corzine called the Regular Meeting to order.

2. ROLL CALL

Trustees present in person: Corzine, Caudill, Fuller, Steker

Trustees present remotely via Zoom: Blank, Hurst, Stamoolis

Absent:

Staff present in person: Interim Executive Director Christianson, N. Ziarnik

Staff present via Zoom: D. Bryzelak, M. Creel, S. Hyson, C. Pederson, C. Wagner

Guest present via Zoom: S. Harrod, Tami Olszewski, Ehlers Public Finance Advisors

3. PUBLIC COMMENT : NONE

(Handwritten signature/initials)

4. ADJUSTMENTS TO THE AGENDA

To move **14A. Tami Olszewski, Senior Investment Advisor, Ehlers Public Finance Advisors, 14B. Discussion of Investment, 11G. Executive Director Search Committee of the Whole and 15 A. Executive Session For The Discussion Of Personnel Matters 5ILCS 120/2(c)(1)** to before the Consent agenda, with 14A. and 14B. coming first, then 11G. and 15A.

14A. Tami Olszewski, Senior Investment Advisor, Ehlers Public Finance Advisors

T. Olszewski explained the Library's relationship with Ehlers Public Finance Advisors and the Investment Summary that she provided the Board members.

14B. Discussion of Investment Policy

T. Olszewski explained the noted changes made by Ehlers and the Library Attorneys. The Board discussed the revised Investment Policy and noted the following changes.

- **Page 3, paragraph after collateral/ depository agreements shall read:**
The Treasurer or the Executive Director, at the direction of the majority of the Finance Committee, or in the absence of the majority of the Finance Committee as directed by the Board, shall be authorized to move funds from one designated investment to another in order to meet operating needs or Investment Policy objectives.

The transactions approved by the Finance Committee shall be included in the following month's Treasurer's Report, to be reviewed and approved by the Board as part of that month's Treasurer's Report.

- **Page 4, remove section 5 entirely.**
- **Obtain more information on page 6, bullet point number 4.**

All changes to be made and reviewed by the Library Attorneys and presented again at the September meeting.

11G. Executive Director Search Committee of the Whole

At 7:21 p.m., Trustee Caudill moved:

“To Go into Executive Session for The Discussion Of Personnel Matters 5ILCS 120/2 (c)(1).”

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

AYES (7): Blank, Caudill, Corzine, Fuller, Hurst, Stamoolis, Steker

ABSENT (0):

ABSTAIN (0):

At 8:51 p.m., the Board returned to open session. President Corzine called the open session to order.

The following Trustees were present in person: Corzine, Caudill, Fuller, Steker

Trustees present remotely via Zoom: Blank, Hurst, Stamoolis

Absent:

Staff present in person: Interim Executive Director Christianson, N. Ziarnik

Staff present via Zoom: D. Bryzelak, M. Creel, S. Hyson, C. Pederson, C. Wagner

Guest present via Zoom: S. Harrod

5. CONSENT AGENDA

- A. Approval of the Minutes of the Regular Meeting June 16, 2020 (Document)**
- B. Approval of the Minutes of the Executive Session Meeting June 16, 2020 (Document)**
- C. Approval of the Minutes of the Executive Director Search Committee Meeting June 23, 2020 (Document)**
- D. Approval of the Minutes of the Executive Session Meeting June 23, 2020 (Document)**
- E. Approval of the Minutes of the Executive Director Search Committee Meeting June 30, 2020 (Document)**
- F. Approval of the Minutes of the Executive Session Meeting June 30, 2020 (Document)**
- G. Approval of the Minutes of the Executive Director Search Committee Meeting July 1, 2020 (Document)**
- H. Approval of the Minutes of the Executive Session Meeting July 1, 2020 (Document)**
- I. Approval of the Minutes of the Executive Director Search Committee Meeting July 2, 2020 (Document)**
- J. Approval of the Minutes of the Executive Session Meeting July 2, 2020 (Document)**
- K. Approval of the Minutes of the Executive Director Search Committee Meeting July 7, 2020 (Document)**
- L. Approval of the Minutes of the Executive Session Meeting July 7, 2020 (Document)**

Trustee Caudill moved:

“To Approve the Consent Agendas A-L.”

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

AYES (7): Blank, Caudill, Corzine, Fuller, Hurst, Stamoolis, Steker

ABSENT (0):

ABSTAIN (0):

6. APPROVAL OF ITEMS MOVED FROM CONSENT AGENDA

None

7. TRUSTEE REPORTS/COMMENTS

Trustee Fuller announced to the Board that this was his last meeting. He sold his home and will be moving to Charlotte, North Carolina. He left the meeting at 8:56 p.m.

Trustee Caudill informed the Board that she attended the ALA Virtual Conference and would provide a list summary of the items she viewed if any of the Board Members would like a copy of it. She also let the Board know that the ILA conference will be virtual in October as well.

8. TREASURER’S REPORT

A. June 2020

Trustee Caudill moved:

“To Approve the June 2020 Expenditures as Authorized with the Balance of the Reports to Be Filed For Audit.”

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

AYES (6): Blank, Caudill, Corzine, Hurst, Stamoolis, Steker

ABSENT (1): Fuller

ABSTAIN (0):

9. CORRESPONDENCE AND COMMUNICATIONS

None

10. EXECUTIVE DIRECTOR’S REPORT

A. June 2020

Interim Executive Director Christianson provided upcoming deadlines to the Board:

- **IPLAR Report (9/2020)**
- **TIF Joint Review Board Meeting is August 26th at 10:00 a.m.**
Trustee Stamoolis and Trustee Hurst mentioned they would both like to attend.

Interim Executive Director Christianson also encouraged the Board to sign up for the E-Newsletter if they haven’t already done so.

The Library will be participating in the Chamber of Commerce Bingo Board encouraging the community to check out local businesses.

The parking lot repairs are complete.

The window replacement project has been underway for the last two weeks.

Interim Director Christianson provided insight into the reopening process for the Library including staff training and safety protocols. The Library accommodated more than 300 in person patrons in the first two weeks. Feedback has been overwhelming positive

B. Action Plan 2019-2020 Review

Interim Executive Director Christianson went through the 2019-2020 Action Plan, highlighted items to discuss with the new 2020/2021 Action Plan and which items were successfully completed last year. She also informed the Board about which items were disrupted due to COVID and Matt Womack’s departure.

The remainder of this topic will be moved to the September meeting.

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

12. SPECIAL COMMITTEE REPORTS

None

13. UNFINISHED BUSINESS

14. NEW BUSINESS

C. Appointment of Two Board Members to Audit 2019/2020 Meeting

Minutes

Trustee Blank and Trustee Steker were appointed to audit the 2019/2020 Meeting Minutes. They plan to complete the audit prior to the September 2020 Meeting.

D. Discussion of 20-21 Action Plan

This item was moved to the September agenda.

E. Discussion of Executive Director Staff Recognition Allocation

The Board discussed the bonuses that were dispersed to the staff. President Corzine recommended creating a policy for handling bonuses in the future. A meeting with the Policy Committee to draft this new policy will take place prior to the September meeting so the Committee can present it then.

Trustee Stamoolis moved:

“To Suspend Staff Recognition Allocations Until the Board Establishes a Policy.”

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

AYES (6): Blank, Caudill, Corzine, Hurst, Stamoolis, Steker

ABSENT (1): Fuller

ABSTAIN (0):

F. Discussion of COVID-19 Response Plan

Interim Executive Director Christianson provided insight as to how the opening has gone for the Library over the past two weeks.

She also recommended that the Board move to start paying the staff for worked time.

Trustee Caudill moved:

“To Resume Paying Staff for Their Actual Working Hours Beginning the First Pay Period in August.”

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

AYES (6): Blank, Caudill, Corzine, Hurst, Stamoolis, Steker

ABSENT (1): Fuller

ABSTAIN (0):

Interim Executive Director Christianson also asked that the Board lift the hiring restrictions so the Library can fill some newly vacant positions.

Trustee Caudill moved:

“To Lift the Hiring Freeze to Fill Current Existing Positions as They Become Vacant on a Case by Case Basis.”

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

AYES (6): Blank, Caudill, Corzine, Hurst, Stamoolis, Steker

ABSENT (1): Fuller

ABSTAIN (0):

- G. Discussion of Annual Preventing Discrimination & Harassment Training for Board**
President Corzine suggested the Board be in line with the Library Staff by completing the same Annual Preventing Discrimination and Harassment Training prior to the September meeting.

Trustee Caudill moved:

“That the Board Would Complete the Annual Preventing Discrimination & Harassment Training That the Staff Completed.”

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

AYES (6): Blank, Caudill, Corzine, Hurst, Stamoolis, Steker

ABSENT (1): Fuller

ABSTAIN (0):

- H. Discussion to Authorize Compensation to Interim Executive Director for COVID Efforts**

President Corzine wanted everyone to know how much the Board appreciated all the work Interim Executive Director Christianson has done in handling the COVID crisis and how impressed they are at her communication and level of detail she provides the Board.

Trustee Blank moved:

“To Approve a \$2500 Bonus for Interim Executive Director Erica Christianson.”

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

AYES (6): Blank, Caudill, Corzine, Hurst, Stamoolis, Steker

ABSENT (1): Fuller

ABSTAIN (0):

- I. Approval of Trustee Expense Reports**

None

J. Building and Grounds Critical Issues

None

15.

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 11:23 p.m. Trustee Hurst moved:

“TO ADJOURN.”

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

AYES (6): Blank, Corzine, Caudill, Hurst, Stamoolis, Steker

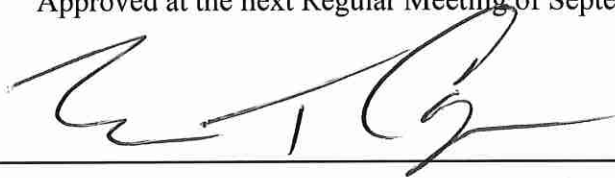
ABSENT (1): Fuller

ABSTAIN (0):



Crystal Steker, Secretary

Approved at the next Regular Meeting of September 15, 2020



Eric Corzine, President