

REGULAR MEETING MINUTES**March 16, 2021****6:00 p.m. Board Room****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, March 16th will be read during the Public Comment period.

- Please click the link below to join the webinar:
- <https://us02web.zoom.us/j/86466936854?pwd=ZEVYWHI1TmZQTTIZWTVqSHdRWE9RQT09>
- Passcode: 849064

- 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: 864 6693 6854

1. REGULAR MEETING – CALL TO ORDER

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

2. ROLL CALL

Trustees present in person: Corzine

Trustees present remotely via Zoom: Blank, Caudill, Hurst, Stamoolis, Stanonik, Steker

Absent:

Staff present in person: Executive Director L. Rosenthal

Staff present via Zoom: M. Bourgeois, D. Bryzelak, M. Creel, E. Christianson, K. Less, C.

Pedersen, M. Povilonis, C. Wagner, N. Ziarnik

Guest present in person:

Guest present via Zoom: S. Harrod, C. McCauley

3. PUBLIC COMMENT

S. Harrod asked whether anyone else received a robo call for the top 4 candidates of the Library Board Election. There were no affirmative responses to the question.

4. ADJUSTMENTS TO THE AGENDA**5. CONSENT AGENDA**

A. Approval of the Minutes of the Regular Meeting February 16, 2021

B. Approval of the Minutes of the Finance Committee Meeting March 9, 2021

C. Ordinance 21-03-01- Ordinance Setting the Schedule of Regular Board Meetings for Fiscal Year 2021/2022

Trustee Blank moved:

“To Approve the Consent Agenda.”

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

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

ABSENT (0):

ABSTAIN (0):

6. APPROVAL OF ITEMS MOVED FROM CONSENT AGENDA

7. TRUSTEE REPORTS/COMMENTS

Trustee Hurst appreciated the pictures of the circulation holds showing the increase from this year compared to last year. She also wanted to thank IT, and everyone involved for getting the laptop bundles together for the community.

Trustee Stamoolis liked that the quarantine time frame for materials is now only one day.

Trustee Stanonik mentioned a family member is now a resident of Azpira so she is excited to see Outreach in action at that location.

Trustee Steker gave a shout out to Kathy Caudill for the time and effort she put into the Trustee Forum workshop. She also mentioned the Forum workshop made her appreciate this library’s administration and staff for how well the library handled operations during the pandemic.

8. TREASURER’S REPORT

A. February 2021

Trustee Caudill moved:

“To Approve the February 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, Stamoolis, Stanonik, Steker

ABSENT (0):

ABSTAIN (0):

9. CORRESPONDENCE AND COMMUNICATIONS

The Communications items were made available in the Board Packet.

10. EXECUTIVE DIRECTOR’S REPORT

A. February 2021

Executive Director Rosenthal reviewed the report and highlighted the following topics:

- OpenGov is up on the library website and suggested the Board revisit the link to see all the changes. She mentioned it will be revised as more information is gathered.
- The collaboration with the Ela assessor's office brought a great return on investment. The Library's share of the appraisal costs totals only \$1,300: a small price to pay to maintain \$62,000 in revenue.

B. Action Plan 2020/2021

Executive Director Rosenthal spoke about how pleased she was with all that was accomplished during COVID. She met with all the Department Heads to gather robust items for next year's next year's Action Plan. Trustee Blank asked that an updated Strategic Plan be included in the upcoming Action Plan items and inquired about the board's ability to have input. The board was assured that they will have input when the plan is presented for acceptance at the April board meeting.

C. Website Committee Recommendation – Digital Services Manager Michelle Bourgeois

Digital Services Manager, Michelle Bourgeois, presented on the work of the Website Committee, detailing their process of determining specifications, evaluating eight potential web developers, selecting two vendors to complete presentations and proposals, and recommending the lowest cost qualified bidder, LibraryMarket.

D. Statement of Economic Interests

Executive Director Rosenthal presented the Statement of Economic Interest form and went over the Frequently Asked Questions to help the Board Trustees accurately fill out their forms.

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

13. UNFINISHED BUSINESS

14. NEW BUSINESS

A. Insurance Proposals

Trustee Caudill moved:

“I move to approve Kamm Insurance Group to provide the Library’s Public Officials Liability, Employment Practices Liability, Worker’s Compensation, Commercial Property, Commercial General Liability, Cyber Liability, Business Auto Liability, Umbrella Liability, and Crime policies for the term April 1, 2021 through April 1, 2022 at a total cost not to exceed \$40,000.”

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

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

ABSENT (0):

ABSTAIN (0):

B. Hourly Rate Differential for Interim Business Office

Trustee Stamoolis moved:

“I move to approve an hourly rate differential of \$4 per hour for the Administrative Assistant’s performance of Business Office duties for an average of 25 hours per week for 20 weeks, totaling \$2000 above her normal pay.”

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

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

ABSENT (0):

ABSTAIN (0):

C. Fund Balance Policy

Extensive discussion about changes to existing policy were covered. Existing policy for General Fund balance “targets” 40%. The recommended policy update is for a range of 3-12 months of expenditures.

Trustee Hurst moved:

“I move to table the discussion of the library board policy 1.11 Fund Balance Policy until the next meeting on April 20, 2021.”

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

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

ABSENT (0):

ABSTAIN (0):

D. Display and Exhibits Policy

Trustee Caudill moved:

“I move to approve updates to library board policy 1.5 Display, Exhibits, and Charitable Collections Policy with a reviewed and revised date of 3/21.”

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

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

ABSENT (0):

ABSTAIN (0):

E. EAPL Foundation

As a 501(c)3, the foundation would be an independent entity requiring its own board and bylaws. Executive Director Rosenthal would act as registered agent to ensure continuity of financial and legal filings, but without independent trustees the Foundation cannot exist. The Board would like more information and bylaws examples before asking Rosenthal to proceed.

F. Website Development Agreement

Trustee Caudill moved:

“I move to authorize the Executive Director to enter into an agreement with LibraryMarket for website development fees not to exceed \$25,000.”

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

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

ABSENT (0):

ABSTAIN (0):

G. Appointment of Nominating Committee

Trustee Stamoolis moved:

“I move to appoint the nominating committee to include Crystal Steker, Kathy Caudill and Cindy Blank as members of that committee.”

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

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

ABSENT (0):

ABSTAIN (0):

H. Discussion of COVID-19 Response Plan

None

I. Approval of Trustee Expense Reports

None

J. Building and Grounds Critical Issues

None

**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 9:31 p.m. Trustee Stamoolis moved:

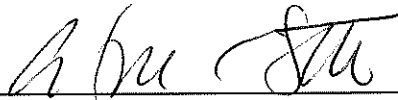
“TO ADJOURN.”

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

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

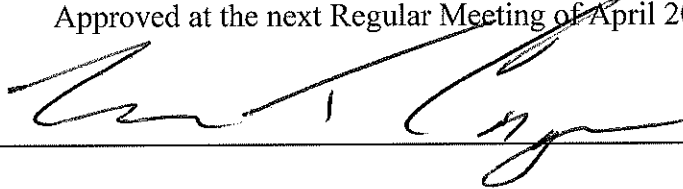
ABSENT (0):

ABSTAIN (0):



Crystal Steker, Secretary

Approved at the next Regular Meeting of April 20, 2021



Eric Corzine, President