

**REGULAR MEETING MINUTES**

**May 18, 2021**

**6:00 p.m. Board Room**

**Remote (via Zoom) 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](mailto:public.comments@eapl.org). Comments for the Meeting that are received by 1pm Tuesday, May 18th will be read during the Public Comment period.

- Please click the link below to join the webinar:
- <https://us02web.zoom.us/j/81008449040?pwd=R3RHbiszbHJlbnVvkwRmRQcUllKUT09>
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**1. REGULAR MEETING – CALL TO ORDER**

At 6:02 p.m. President Corzine called the Regular Meeting to order.

Trustees present in person: Steker

Trustees present remotely via Zoom: Stanonik, Blank, Caudill, Corzine, Hurst

Absent: Stamoolis

Staff present in person: Executive Director L. Rosenthal

Staff present via Zoom: M. Creel, E. Christianson, C. Pedersen, M. Povilonis, C. Wagner, N. Ziarnik, M. Bourgeois, M. Waters, K. Less

Guest present in person: C. McCauley

Guest present via Zoom: M. Silcroft, S. Harrod, Jamie Wilkey, Partner, Lauterbach & Amen LLC

**2. INSTALLATION OF NEW TRUSTEES (OATH OF OFFICE)**

Trustee Steker administered the Oath of Office to newly elected Trustees: Cathy McCauley and Mary Silcroft

Trustee Steker administered the Oath of Office to re-elected Trustees: Eric Corzine and Anne Hurst.

**3. ROLL CALL**

Trustees present in person: Steker, C. McCauley

Trustees present remotely via Zoom: Blank, Caudill, Corzine, Hurst, Silcroft

Absent:

Staff present in person: Executive Director L. Rosenthal

Staff present via Zoom: M. Creel, E. Christianson, C. Pedersen, M. Povilonis, C. Wagner, N. Ziarnik, M. Bourgeois, M. Waters, K. Less

Guest present in person:

Guest present via Zoom: J. Stanonik, S. Harrod, Jamie Wilkey, Partner, Lauterbach & Amen LLC

**4. REPORT OF NOMINATING COMMITTEE MEETING**

**A. Proposed Slate of Candidates for Board Officers**

Trustee Blank presented the Nominating Committee's proposed slate of officers.

**5. ELECTION OF EXECUTIVE OFFICERS**

The Nominating Committee proposed the following nominations:

**Crystal Steker- President**

**Kathy Caudill- Vice President**

**Cathy McCauley Secretary**

**Cindy Blank- Treasurer**

Trustee Corzine moved:

**"To Accept the Officers of the Board as Recommended by the Nominating 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, McCauley, Silcroft, Steker

**ABSENT (0):**

**ABSTAIN (0):**

**7. PUBLIC COMMENT**

None

**8. ADJUSTMENTS TO THE AGENDA**

To move 13.A FY2021 Audit Presentation – Jamie Wilkey, Partner, Lauterbach & Amen LLC to before the Consent Agenda.

Item 6. Trustee Comments to follow 13.A

**13. EXECUTIVE DIRECTOR'S REPORT**

**A. FY2021 Audit Presentation – Jamie Wilkey, Partner, Lauterbach & Amen LLC**

Jamie Wilkey provided a presentation on the auditing services they are proposing to the library. The formal proposal is included in the board packet. She described the anticipated audit timeline with a completed AFR available in November 2021. The Certificate of Achievement for Excellence in Financial Reporting was also explained.

**6. TRUSTEE REPORTS/COMMENTS**

President Steker gave words of gratitude to our outgoing members of the Board, Trustee Stamoolis and Trustee Stanonik. She also thanked Trustee Corzine for his efforts in his role as President and welcomed the newest Trustees Cathy McCauley and Mary Silcroft.

President Steker attended the ILA Trustee Bootcamp and acknowledged Vice President Caudill's introduction and efforts.

Trustee McCauley also attended the ILA Trustee Bootcamp and felt it was a very inclusive experience.

Trustee Caudill asked if Trustees could have copies of both the dementia-friendly & the 5-star library graphics to use in eapl.org email signatures.

Outreach Manager Christy Wager was commended for including the poem in her Librarian's Report.

Trustee Corzine mentioned he received six out of the seven Board Evaluations back and will cover the comments at next month's regular board meeting. He also asked whether meetings would resume in person now that mask mandate has changed. The Board discussed this topic, and it was decided that in-person meetings will resume next month with the June 15, 2021 meeting, in the meeting room. Trustee Blank asked whether the Zoom link will still be available for the public and department heads going forward. Because the June meeting will be in-person and not virtual, any Trustees who do not attend in-person will not be able to vote on agenda items (unless attending remotely because the Trustee cannot attend due to (1) personal illness or disability; (2) employment purposes or business of the public body; or (3) a family or other emergency). Any member of the public who wishes to address the Board would need to be present physically. Therefore, the meeting can be livestreamed for viewing but will not be the same, interactive Zoom format as has been done since the Governor's first disaster proclamation in 2020.

## **9. CONSENT AGENDA**

**A. Approval of the Executive Session Minutes of the Executive Director Review Subcommittee of the Personnel Committee Meeting April 13, 2021**

**B. Approval of the Minutes of the Nominating Committee Meeting April 20, 2021**

**C. Approval of the Minutes of the Regular Meeting April 20, 2021**

**D. Approval of the Minutes of the Executive Session of the Regular Meeting April 20, 2021**

**E. Approval of the Minutes of the Executive Director Review Committee Meeting April 27, 2021**

**F. Approval of the Executive Session Minutes of the Executive Director Review Committee Meeting April 27, 2021**

**G. Approval of the Minutes of the Finance Committee Meeting May 4, 2021**

**H. Approval of the Minutes of the Personnel Committee Meeting May 11, 2021**

**I. Approval to continue to not participate in a non-resident cardholder program**

Trustee Caudill moved:

**“To Approve 9B, C, D, G and I of the Consent Agenda.”**

Trustee Hurst 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):**

#### **10. APPROVAL OF ITEMS MOVED FROM CONSENT AGENDA**

Items 9.A, E, F and H were moved to the Consent Agenda.

Trustee Blank moved:

**“To Approve 9A., The Executive Session Minutes of the Executive Director Review Subcommittee of the Personnel Committee Meeting April 13, 2021 with corrected title and corrected signature line.”**

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):**

Trustee Blank moved:

**“To Approve 9E., The Minutes of the Executive Director Review Committee Meeting April 27, 2021 with the correction of Eric Corzine’s name.”**

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

**AYES (6):** Blank, Caudill, Corzine, McCauley, Silcroft, Steker

**ABSENT (0):**

**ABSTAIN (1):** Hurst

Trustee Caudill moved:

**“To Approve 9F., the Executive Session Minutes of the Executive Director Review Committee Meeting April 27, 2021 as amended.”**

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

**AYES (6):** Blank, Caudill, Corzine, McCauley, Silcroft, Steker

**ABSENT (0):**

**ABSTAIN (1):** Hurst

Trustee Caudill moved:

**“To Approve 9H., the Minutes of the Personnel Committee Meeting May 11, 2021.”**

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

**AYES (6):** Blank, Caudill, Corzine, McCauley, Silcroft, Steker

**ABSENT (0):**

**ABSTAIN (1):** Hurst

## **11. TREASURER'S REPORT**

### **A. April 2021**

Trustee Caudill moved:

**“To Approve the April 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):**

## **12. CORRESPONDENCE AND COMMUNICATIONS**

The Communications items were made available in the Board Packet.

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

### **B. April 2021**

Executive Director Rosenthal reviewed and answered questions regarding the Director's Report. She reiterated how use of the eapl.org email address is the primary channel of communication between the Executive Director and Trustees. Phone calls are an appropriate communication channel as well. But texting using personal devices instead of eapl.org email can result in personal phones needing to be surrendered to the Library in the event of a FOIA request. Trustees were reminded that Chris Pedersen will help them set up their EAPL emails on their personal devices if needed.

Executive Director Rosenthal also provided an update on her conversation with Ancel-Glink regarding the inaccurate Note 8 of the FY2020 audit. The audit misstatement stemmed from the Ancel-Glink letter dated 11/4/2020. Ancel-Glink's finance department expressed that there is no legal requirement to update Note 8 since the financial statements themselves are correct but updating the note does increase transparency so it's fine to request the auditor provide the update. Ancel-Glink will provide this opinion in writing but Rosenthal has not yet received that opinion. Ancel-Glink's time spent to research this opinion is being provided at no charge.

### **C. Action Plan (2020/2021)**

The Board appreciated the level of detail provided on this plan but would like updates on the number of staff training hours completed, #16.

## **14. STANDING COMMITTEE REPORTS**

### **A. Building & Grounds Committee: No Report**

### **B. Finance Committee: Report**

Trustee Blank noted the Finance Committee met on May 4 and recommends the FY2022 Working Budget as presented for discussion at the May 18 meeting, and action at the June 15 meeting.

**C. Nominating Committee: Report in item 4 above**

**D. Personnel Committee: Report**

Trustee Caudill noted the Personnel Committee met on May 11 recommends adding Parental Leave to the Employee Handbook at the May 18 meeting.

**E. Policy Committee: No Report**

**F. Bylaws Committee: No Report**

**G. Executive Director Review Committee: Report**

The minutes covered the content of this meeting.

**15. SPECIAL COMMITTEE REPORTS**

**16. UNFINISHED BUSINESS**

**17. NEW BUSINESS**

**A. Discussion of FY2021-2022 Working Budget**

The Finance Committee recommended the presentation of the FY2022 Working Budget as discussed during the meeting on May 4.

Executive Director Rosenthal summarized the budget process and summarized the Finance Committee Meeting from May 4. The draft working budget is balanced across all funds at \$6,442,408.94, and holds the salary line item flat from FY2021 at \$3,385,042. Rosenthal went through each page of the three budget reports explaining the expanded account codes.

The vote to approve the FY2022 working budget will take place at the June 15, 2021 meeting.

**B. Discussion of Updated Salary Scale**

Executive Director Rosenthal informed the Board that the minimum wage will increase in Illinois on January 1, 2022, so an update to the salary scale is needed. To avoid wage compression, all job classifications will see some increase with the lowest pay scale increasing 11% but all other categories only increasing 5%. Implementation of the scale only affects 17 staff members, since most staff are not currently earning the minimum, and the total impact of the new scale will be less than \$6000 next year.

Trustee Caudill moved:

**“I move to approve the updated salary scale with an effective date of 7/1/2021.”**

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

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

**ABSENT (0):**

**ABSTAIN (0):**

**C. Audit Engagement letter**

Trustee Blank moved:

**“I move to approve the firm Lauterbach & Amen to conduct the Library’s FY2020/2021 Annual Financial Report at a price not to exceed \$7,500.”**

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):**

**D. Digital Sign**

Trustee Caudill moved:

**“I authorize the Executive Director to enter into an agreement with Stewart Signs to replace the digital portion of the Library sign located on Rt. 22, at a cost not to exceed \$20,000.”**

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):**

**E. EAPL logo**

A video on the logo creation process and principles of logo design, created by Public Information Manager Valerie Stern, was shown offering three different logo options for the Board to consider pros and cons of each. Trustees expressed likes and dislikes of each with no unanimous consensus emerging from the seven Trustees. Design 3 received the highest favorability with Design 1 ranking second.

**F. Digital Media Lab Policy**

Trustee Blank moved:

**“I move to approve library board policy 2.14 Digital Media Lab with a reviewed and revised date of 5/21 and no changes.”**

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):**

**G. Video Surveillance Policy**

Executive Director Rosenthal explained that the library attorneys drafted this new policy and Assistant Director Erica Christenson and IT Manager Chris Pedersen updated procedures to ensure our practice is in compliance with the new policy.

Trustee Blank moved:

**“I move to approve policy 2.21 Video Surveillance with an inception date of 5/21 with minor amendments noted.”**

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):**

#### **H. Parental Leave Policy**

The Personnel Committee met on May 11 and recommended adopting an update to the Employee Handbook adding section 5.11 Parental Leave.

Executive Director Rosenthal discussed how all neighboring libraries (Fremont, Vernon Area, and Barrington) offer paid parental leave, and summarized a recommended addition to the Employee Handbook. Keeping benefits competitive is necessary to attract and retain talented staff. Based on input from neighboring libraries, the financial impact of adding Parental Leave is small because it's used rarely, only affects full-time and FMLA-qualifying staff, and generally covers salaries that are already budgeted for if the employee were not to take leave.

Trustee Caudill moved:

**"I move to approve the addition of section 5.11 to the Employee Handbook, Parental Leave, as presented."**

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):**

#### **I. Committee Assignments**

Trustee Caudill moved:

**"I move to approve the committee assignments as described in Exhibit 17.I."**

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):**

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

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

### **18. 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)**



**19. ADJOURNMENT**

At 8:20 p.m. Trustee Caudill moved:

**“TO ADJOURN.”**

Trustee Corzine 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):**

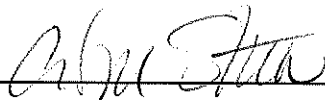
**ABSTAIN (0):**



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Cathy McCauley, Secretary

Approved at the next Regular Meeting of June 15, 2021



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Crystal Steker, President