

REGULAR MEETING MINUTES

June 16, 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, June 16th will be read during the Public Comment period.

- Please click the link below to join the webinar:
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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: Blank, Caudill, Corzine, Stamoolis,

Trustees present remotely via Zoom: Hurst, Steker

Absent: Fuller (arrived via Zoom at 6:20p.m.)

Staff present in person: Interim Executive Director Christianson, S. Hyson,

Staff present via Zoom: D. Bryzelak, M. Creel, N. Ziarnik, C. Pederson, C. Wagner

Guest present via Zoom: Mary Cherry from HR Source and Mona Lisa

3. PUBLIC COMMENT

None

4. ADJUSTMENTS TO THE AGENDA

To move **14 A. Executive Director Search** and **15 A. Executive Session For The Discussion Of Personnel Matters 5ILCS 120/2(c)(1)** to before the Consent agenda with 15A coming first.

At 6:04 p.m., Trustee Blank moved:

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

Trustee Steker seconded the motion and it carried on a roll call vote.

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

ABSENT (1): Fuller

ABSTAIN (0):

At 7:12 p.m., the Board returned to open session. President Corzine called the open session to order. The following Trustees were present in person: Blank, Caudill, Corzine, Stamoolis, Trustees present remotely via Zoom: Hurst, Fuller, Steker
Staff present in person: Interim Executive Director Christianson, S. Hyson,
Staff present via Zoom: D. Bryzelak, M. Creel, N. Ziarnik, C. Pederson, C. Wagner, G. Vafai
Guest present via Zoom: Scott Harrod

14A. Executive Director Search

Executive Director Search Committee will meet Tuesday, June 23, 2020 at 6:00 p.m. to discuss the interview process.

5. CONSENT AGENDA

A. Approval of the Minutes of the Regular Meeting May 19, 2020

B. Approval of the Minutes of the Personnel Committee Meeting June 9, 2020

Trustee Blank moved:

“To Approve the Consent Agenda As Presented.”

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):

6. APPROVAL OF ITEMS MOVED FROM CONSENT AGENDA

None

7. TRUSTEE REPORTS/COMMENTS

- President Corzine read Ancel Glink’s Municipal Minute regarding remote meetings and the Open Meetings Act.
- Trustee Stamoolis suggested authorizing Interim Executive Director Christianson to be a given bonus for extra efforts during closure. This will be added to the July agenda. He mentioned he was glad the drive-thru was open. He was a beneficiary of a hold he was waiting on. He also attended Annette Isaac’s Zoom presentation and it was a great option.
- Trustee Hurst mentioned the digital book club and thought it was a fantastic idea and something that can be continued in the future.

8. TREASURER’S REPORT

A. May 2020

Trustee Blank moved:

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

Trustee Caudill 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):

9. CORRESPONDENCE AND COMMUNICATIONS

None

10. EXECUTIVE DIRECTOR’S REPORT

Interim Executive Director Christianson notified the Board that John Carranza has been monitoring the condition of the windows and there are 43 windows that have broken seals and the gas has leaked. They are under warranty and that covers 50 percent of the window fee. So, to replace all 43 windows and install them, the cost would be about \$14,000.

CCS provided an update and RAILS recommended a 7-day quarantine for all returned materials. After the 7 days, it will then be passed through the sorter and checked back in. July 8, 2020 there is a CCS governing board meeting to discuss resource sharing.

Interim Executive Director Christianson informed the Board that Outreach began book delivery services to the Outreach locations and conducted a virtual Memory Café. Christy Wagner described the success of the event and that they are set up for future Memory Café’s through December.

Interim Executive Director Christianson also mentioned that the managers are working to clean up holes in the statistical report now that they have access to the building again.

11. STANDING COMMITTEE REPORTS

A. Building & Grounds Committee: No Report

B. Finance Committee: No Report

C. Nominating Committee: No Report

D. Personnel Committee: Report

Trustee Hurst mentioned that the compensation section of the employee handbook that will be discussed later in the meeting should be 3.7 and not 3.8.

She informed the Board that they had a great meeting and were able to discuss changes that will be voted on later.

E. Policy Committee: No Report

F. Bylaws Committee: No Report

G. Executive Director Search Committee of the Whole: No Report

12. SPECIAL COMMITTEE REPORTS

None

13. UNFINISHED BUSINESS

14. NEW BUSINESS

B. Discussion of the Employee Handbook

Trustee Steker moved:

“To Approve the changes to the Employee Handbook Sections 3.7 and 3.15 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, Fuller, Hurst, Stamoolis, Steker

ABSENT (0):

ABSTAIN (0):

C. Discussion of FY 2020/2021 Working Budget

Trustee Blank moved:

“To Approve the Proposed FY 2020/2021 Working Budget.”

Trustee Caudill 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):

D. Semi-Annual Review of all Executive Session Minutes

Trustee Blank moved:

“That All the Closed Executive Session Minutes Remain Closed.”

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):

E. Discussion of Board Self Evaluation

Trustee Caudill commented positively on the fact that Board conducts regular self-evaluations.

The Board agreed to use the Board Self Evaluation form used last year and to complete their forms by July 6th.

Trustee Steker is going to provide an online version of this document for ease of submission.

F. Building Site and Maintenance Levy Ordinance 20-06-01

Trustee Caudill moved:

“To Approve Ordinance NO. 20-06-01 Ordinance Determining To Levy an Additional Tax of .02 Percent of The Value of All Taxable Property in the District for The Purchase of Sites and Buildings, The Construction and Equipment of Buildings, The Rental of Buildings Required for Library Purposes, And Maintenance, Repairs, And Alterations of Library Building and Equipment for The Fiscal Year 2021/2022.”

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

AYES (6): Blank, Caudill, Corzine, Fuller, Stamoolis, Steker
NAYES (1): Hurst
ABSENT (0):
ABSTAIN (0):

G. Ordinance Authorizing Transfer of Funds to Special Reserve Fund 20-06-02

Trustee Stamoolis moved:

“To Approve Ordinance NO. 20-06-02 Ordinance Authorizing Transfer of Funds to Special Reserve Fund.”

Trustee Caudill 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):

H. Discussion of COVID-19 Response Plan

Interim Executive Director Christianson discussed the re-opening plan and how the Library is moving into the next Target Stage.

- Drive-up window will begin Saturday service starting June 27th.
- Stage 2 launch date is set with a goal date of July 6, 2020.
- Discussed staff compensation due to closure.

Trustee Caudill moved:

“To Accept the Interim Executive Director’s recommendation to continue to pay the Library staff for their regularly scheduled hours through July 31, 2020.”

Trustee Blank 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):

Trustee Caudill moved:

“To Authorize our Interim Executive Director to proceed with steps necessary to implement Stage 2 of the Covid Response Plan, on or before July 6, 2020.

Trustee Blank 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):

I. Approval of Trustee Expense Reports

Trustee Stamoolis moved:

“To Approve the Trustee Expense Report for Trustee Caudill’s ALA 2020 Virtual Conference Registration in The Amount Of \$60.00.”

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

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

ABSENT (0):

ABSTAIN (1): Caudill

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 9:37 p.m. Trustee Blank moved:

“TO ADJOURN.”

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

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

ABSENT (0):

ABSTAIN (0):



Crystal Steker, Secretary

Approved at the next Regular Meeting of July 21, 2020



Eric Corzine, President