

SPECIAL BOARD MEETING MINUTES

April 7, 2020

6:00 p.m.

Virtual Meeting via Zoom

1. SPECIAL BOARD MEETING VIA ZOOM – CALL TO ORDER

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

2. ROLL CALL

Trustees present: Blank, Caudill, Corzine, Fuller, Hurst, Stamoolis, Steker

Absent:

Staff present: Interim Executive Director Christianson, S. Hyson, D. Bryzelak, M. Creel, N. Ziarnik, C. Pederson

Guest present: None

3. PUBLIC COMMENT

None

4. ADJUSTMENTS TO THE AGENDA

Trustee Blank asked to move all items out of the consent agenda.

5. CONSENT AGENDA

6. APPROVAL OF ITEMS MOVED FROM CONSENT AGENDA

A. Approval of the Minutes of the Regular Meeting February 18, 2020

Trustee Stamoolis moved:

“To Approve the Minutes of the Regular Meeting February 18, 2020 with correction noted on Item 4.”

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):

B. Approval of the Minutes of the Executive Director Search Committee Meeting March 3, 2020

Trustee Blank moved:

“To Approve the Minutes of the Executive Director Search Committee Meeting with correction of noted changes.”

Trustee Fuller 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. Approval of the Minutes of the Special Board Meeting March 3, 2020

Trustee Blank moved:

“To Approve the Minutes of the Special Board Meeting March 3, 2020 as is.”

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):

7. TRUSTEE REPORTS/COMMENTS

- Trustee Caudill attended the March training prior to the Stay at Home order and informed the Board that the March 13th training was canceled but will be presented as a webinar in the future. 14th
- Trustee Stamoolis wanted to commend the Library staff on how they are handling all the patron’s comments during the closure and that he is very proud.
- President Corzine agreed with Trustee Stamoolis and noted that he appreciated the response Natalie Ziarnik gave to her patron email. Her response was professional and kind.

8. TREASURER’S REPORT

A. February 2020

Trustee Blank moved:

“To Approve the February 2020 Expenditures as Authorized With the Balance of the Reports To Be Filed For Audit.”

Trustee Fuller 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

The Communications folder was made available electronically for all Trustees to review.

10. EXECUTIVE DIRECTOR’S REPORT

- Interim Director Christianson informed the Board that their Economic Interest Statements are due.

- Provided an update on the repairs being done in the parking lot. Maneval is starting to repair the driveway off Old Rand Road as well as correcting ramps by the receiving doors and reseeding the medians.
- Presented the Board with the COVID-19 Response and work from home updates with a focus on the staff. The building may be closed but the Library is not and the focus has shifted to how the Library can still help the patrons virtually and staff still serve the patrons in this ever changing climate.
- During this report President Corzine wanted to pass onto the Staff how proud he is of the team and the Board wanted to praise and give positive notes to John Carranza for all he has done in the building to continue to maintain and keep everyone safe.

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

None

14. NEW BUSINESS

A. Executive Director Search Update

The Board discussed the recruiting process and how to navigate during the Library closure and Stay at Home order. Trustee Steker suggested they hold a virtual meeting with the search company and the Board agreed. Together they decided they would like HR Source to be virtually present at the Regular Board Meeting on April 21, 2020.

B. Budget Process and Timeline

Discussed the process and timeline needed to proceed. A Finance Committee Meeting was set for April 28, 2020 and all Board members are encouraged to attend if possible.

C. Ordinance to Set Schedule of Regular Board Meetings for Fiscal Year 2020/2021.

Trustee Stamoolis moved:

“TO APPROVE ORDINANCE NO. 20-04-01 ORDINANCE SETTING SCHEDULE OF REGULAR MEETINGS OF THE ELA AREA PUBLIC LIBRARY DISTRICT, LAKE COUNTY, ILLINOIS.”

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):

D. Discussion of FOIA Policy

Trustee Stamoolis moved:

“TO APPROVE THE FREEDOM OF INFORMATION ACT POLICY WITH THE REVISIONS DISCUSSED AND WITH A REVIEWED AND REVISED DATE OF 04/2020.”

Trustee Blank 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):

E. Discussion of Disaster Plan

Trustee Caudill moved:

“TO APPROVE THE EMERGENCY & DISASTER MANUAL POLICY WITH UPDATED EMERGENCY CONTACT AND CHAIN OF COMMAND PAGE AND A REVISED DATE OF 04/2020.”

Trustee Fuller 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):

F. Discussion of COVID-19 Response Plan

- Interim Director Christianson reviewed the response plan and called attention to the stay at home section and discussed the Library’s efforts in order to stay in compliance with the Illinois Reimbursement Act.
- The Board discussed the procedures that could take place once the Library is set to reopen and how protocols will be evolving as information comes over.
- Interim Director Christianson asked for the Board’s support in continuing to compensate the staff during the Library closure.
- Trustee Blank noted that moving forward we need to make sure to look at the budget for next year in order to see what additional resources will be needed once the Library is opened.

Trustee Caudill moved:

“TO APPROVE THE COVID-19 RESPONSE PLAN WITH THE AMENDED LANGUAGE OF SHELTER IN PLACE TO REPLACE THE CURRENT STAY AT HOME PERIOD AND REMOVE THE DATE OF APRIL 30, 2020.”

Trustee Hurst 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):

G. Approval of Trustee Expense Reports

None

H. Building and Grounds Critical Issues

None

**15. A. EXECUTIVE SESSION FOR THE DISCUSSION OF PERSONNEL MATTERS
5ILCS 120/2(c)(1)**

None

**B. EXECUTIVE SESSION FOR THE DISCUSSION OF PENDING, PROBABLE,
OR IMMINENT LITIGATION AS ALLOWED BY 5 ILCS 120/2(c)(11)**

None

**C. EXECUTIVE SESSION FOR THE DISCUSSION OF EXECUTIVE SESSION
MINUTES AS ALLOWED BY 5 ILCS 120/2(c)(21)**

None

16. ADJOURNMENT

At 8:30 p.m. Trustee Blank moved.

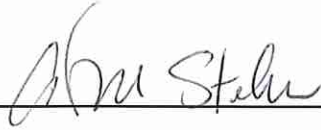
“TO ADJOURN.”

Trustee Fuller 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

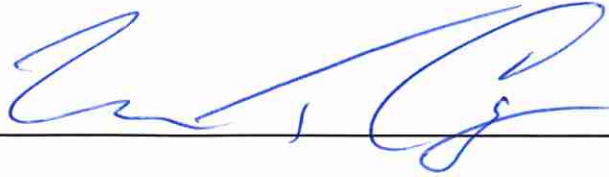
ABSENT (0):

ABSTAIN (0):



Crystal Steker, Secretary

Approved at the next Regular Meeting of April 21, 2020



Eric Corzine, President