

**REGULAR MEETING MINUTES**

**February 18, 2025**

**6:00 p.m. 2<sup>nd</sup> Floor Conference Room**

**1. REGULAR MEETING – CALL TO ORDER**

President Steker called the meeting to order at 6:03pm

**2. ROLL CALL**

Trustees Present: Caudill, Corzine, McCauley, Silcroft, Steker, Suykerbuyk

A quorum is present.

Trustee Absent: Timm

Staff Attendance: Executive Director E. Christianson, N. Ziarnik, D. McGuire, C. Wiser,

Public Attendance: Adam Gira, Betty Birner, Karol Sucec, Scott Harrod

**3. PUBLIC COMMENT (Policy No: 1.10)**

In accordance with the Illinois Open Meetings Act, the Ela Area Public Library Board of Trustees provides an opportunity for public comment at all board meetings. Please sign in by 6:00 p.m.

**4. ADJUSTMENTS TO THE AGENDA**

**5. CONSENT AGENDA**

A. Approval of the Minutes of the Regular Meeting January 21, 2025 (Document)

B. Approval of Employee Travel and Expenses for the LibLearnX (ALA) Conference January 23-26, 2025 (Document)

Trustee Caudill moved:

“To approve the Consent Agenda.”

Trustee Silcroft seconded the motion and it passed on a unanimous roll call vote of all trustees present.

AYES (6): Caudill, Corzine, McCauley, Silcroft, Steker, Suykerbuyk

NAYES (0):

ABSTAIN (0):

ABSENT (1): Timm

**6. APPROVAL OF ITEMS MOVED FROM CONSENT AGENDA**

Note: If Closed Session Minutes are removed from Consent Agenda for discussion, this must take place in Closed Session. But the current Secretary’s recommendation to keep minutes closed may be approved as part of the Consent Agenda.

## **7. TRUSTEE REPORTS/COMMENTS**

Trustee Suykerbuyk commented on the new Footnotes.

Trustee Caudill reminded everyone about ILA's upcoming Trustee Forums on Zoom.

Trustee Silcroft attended Book Buzz.

Trustee Corzine mentioned the Reference Department and the Facilities Department reports. He thanked the Facilities Department Head for saving the library money.

Trustee McCauley commented on the new self-checkouts, the new Ela Area Public Library sign by the entrance to the library, and the new Notary Policy.

Trustee Steker commented on Trustee McCauley's self-check video and she also mentioned thanking the staff for their work on the Mythical Creatures exhibit.

## **8. TREASURER'S REPORT**

A. January 2025 (Document)

Suggested Motion: I move to approve the January 2025 expenditures as authorized with the balance of the reports to be filed for audit.

Trustee Caudill moved:

"To approve the January 2025 expenditures as authorized with the balance of the reports to be filed for audit."

Trustee Silcroft seconded the motion, and it passed on a unanimous roll call vote of all trustees present.

AYES (6): Caudill, Corzine, McCauley, Silcroft, Steker, Suykerbuyk

NAYES (0):

ABSTAIN (0):

ABSENT (1): Timm

## **9. CORRESPONDENCE AND COMMUNICATIONS**

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

A. January 2025 Librarians' Report (Document)

B. Action Plan FY25 (Document)

C. Update on FY26 Capital Projects

D. Electricity Bidding Process

E. Candidate Questionnaire (Document) Send to candidates. Post answers on the EAPL website.

F. Staff Training Report for July-December (Document)

## **11. SPECIAL COMMITTEE & LIAISON REPORTS**

A. Executive Director Review (EDR) Liaison (President Steker) – Upcoming EDR process reviewed.

i) Timeline + Process (Document)

ii) Review Tools

B. Personnel Liaison (Vice-President McCauley) – no report

C. Finance Liaison (Treasurer Corzine) The Finance Committee meeting is 6:00pm on May 6, 2025.

D. Building & Grounds Liaison (Trustee Timm) – no report

E. Bylaws & Policy Liaison (Trustee Suykerbuyk) – no report

- F. RAILS Liaison (Trustee Silcroft) Trustee Silcroft reported on the latest RAILS update.
- G. Foundation Liaison (Trustee Caudill) Trustee Caudill reported on the Foundation's exhibit related fundraising efforts.

## **12. UNFINISHED BUSINESS**

## **13. NEW BUSINESS**

### **A. Gift Policy (Document + Action)**

Trustee Caudill moved:

"To approve the Gift Policy with a reviewed and revised date of February 2025."

Trustee Suykerbuyk seconded the motion and it passed on a unanimous roll call vote of all trustees present.

AYES (6): Caudill, Corzine, McCauley, Silcroft, Steker, Suykerbuyk

NAYES (0):

ABSTAIN (0):

ABSENT (1): Timm

### **B. Insurance Recommendation (Document) – Discussion of Relation Insurance/Hanover proposal.**

### **C. Trustee Onboarding Discussion (Document) – Discussion of various orientation ideas, a "Meet the Board Members" section in Footnotes, and having assigned mentors.**

### **D. Approval of Trustee Expense Reports (Action) - none**

### **E. Building and Grounds Critical Issues (Action) - none**

## **14. ADJOURN TO EXECUTIVE SESSION**

### **A. EXECUTIVE SESSION FOR THE DISCUSSION OF PERSONNEL MATTERS**

BY 5 ILCS 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**

## **15. ROLL CALL (If returning from Executive Session)**

## **16. ADJOURNMENT**

Adjournment at 7:42pm

Trustee Silcroft moved:

"To adjourn."

Trustee Suykerbuyk seconded the motion, and it passed on a unanimous voice vote of all trustees present.

AYES (6): Caudill, Corzine, McCauley, Silcroft, Steker, Suykerbuyk

NAYES (0):

ABSTAIN (0):

ABSENT (1): Timm

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Alicia Timm, Secretary  
Approved at the next Regular Meeting on March 18, 2025

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Crystal Steker, President