

REGULAR MEETING MINUTES

January 21, 2025

6:00 p.m. 2nd Floor Conference Room

1. REGULAR MEETING – CALL TO ORDER

President Steker called the meeting to order at 6:00pm

2. ROLL CALL

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

A quorum is present.

Trustee Suykerbuyk is absent.

Staff Attendance: Executive Director E. Christianson, N. Ziarnik, D. McGuire, C. Wisser, M. Keegan

Public Attendance: Karol Sucec, Adam Gira, Betty Birner, Frank McCabe, 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 November 19, 2024 (Document)

B. Approval of the Freegal Invoice (Document)

Trustee Caudill moved:

“To approve the Consent Agenda.”

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

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

NAYES (0):

ABSTAIN (0):

ABSENT (1): Suykerbuyk

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 Caudill attended exhibit programming. She reported on the ISLAC (Illinois State Library Advisory Committee). Trustee Caudill will be running for the ILA Executive Board. The next ILA annual conference is October 14-16, 2025 in Rosemont, IL.

Trustee Steker gave thanks to Trustee Caudill for her service to libraries.

Trustee Steker and Trustee Caudill also commented on the Library's Social Media postings about the exhibit and collections.

Trustee Silcroft and Trustee Timm commented on exhibit programming.

Trustee Timm attended the LZACC's "Breakfast with the Mayors" and ILA's Legislative Breakfast and mentioned ILA's legislative agenda includes working towards having a licensed librarian in all school libraries.

Trustee McCauley commented on the exhibit and live music events.

Trustee Corzine commented on the exhibit and the exhibit signage and displays.

8. TREASURER'S REPORT

A. November 2024 (Document)

B. December 2024 (Document)

Suggested Motion: I move to approve the November 2024 expenditures as authorized with the balance of the reports to be filed for audit.

Trustee Caudill moved:

"To approve the November 2024 and December 2024 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, Timm

NAYES (0):

ABSTAIN (0):

ABSENT (1): Suykerbuyk

9. CORRESPONDENCE AND COMMUNICATIONS

10. EXECUTIVE DIRECTOR'S REPORT

A. November 2024 Librarians' Report (Document)

B. December 2024 Librarians' Report (Document)

C. Action Plan FY25 (Document)

11. SPECIAL COMMITTEE & LIAISON REPORTS

A. Executive Director Review (EDR) Liaison (President Steker)

B. Personnel Liaison (Vice-President McCauley)

C. Finance Liaison (Treasurer Corzine) COTW will meet May 6 to discuss the FY26 budget.

D. Building & Grounds Liaison (Trustee Timm)

E. Bylaws & Policy Liaison (Trustee Suykerbuyk)

F. RAILS Liaison (Trustee Silcroft) Trustee Silcroft said RAILS debuted an "End of the Year Thank You (to librarians)" video.

G. Foundation Liaison (Trustee Caudill) The Foundation received almost \$1,000 in donations during November and December.

12. UNFINISHED BUSINESS

13. NEW BUSINESS

A. Notary Policy (Document + Action)

Trustee Corzine moved:

“To approve the Notary Services Policy with an effective date of January 2025.”

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

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

NAYES (0):

ABSTAIN (0):

ABSENT (1): Suykerbuyk

B. Travel and Expense Reimbursement Policy (Document + Action)

Trustee McCauley moved:

“To move to approve the updated Travel and Expense Reimbursement Policy with a reviewed and revised date of January 2025.”

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, Timm

NAYES (0):

ABSTAIN (0):

ABSENT (1): Suykerbuyk

C. Printing & Faxing Policy (Document + Action)

Trustee Silcroft moved:

“To approve the updated Printing & Faxing Policy with a reviewed and revised date of January 2025.”

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

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

NAYES (0):

ABSTAIN (0):

ABSENT (1): Suykerbuyk

D. Board Self-Evaluation (Document + Action)

The Board discussed their self-evaluation. The purpose of the discussion was “to assess our performance, identify areas where we are working together well, and to look for areas of improvement, with the goal of increasing our effectiveness so we can be totally focused on supporting the achievement of our strategic plan and mission.”

E. Approval of Trustee Expense Reports (Action)

F. Building and Grounds Critical Issues (Action)

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 8:16pm

Trustee Caudill moved:

“To adjourn.”

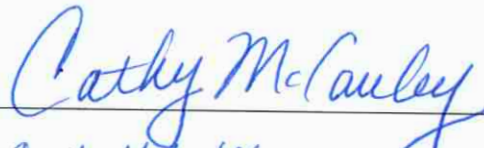
Trustee Silcroft seconded the motion, and it passed on a unanimous voice vote of all trustees present.

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

NAYES (0):

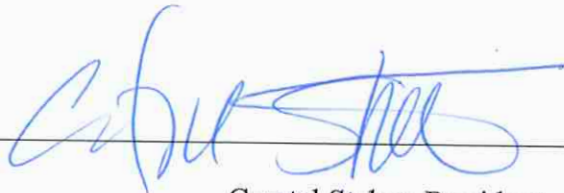
ABSTAIN (0):

ABSENT (1): Suykerbuyk



Cathy McCauley Alicia Timm, Secretary Pro Temp

Approved at the next Regular Meeting on February 18, 2025



Crystal Steker, President