

REGULAR MEETING MINUTES

July 16, 2024

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

1. REGULAR MEETING – CALL TO ORDER

President Steker called the meeting to order at 6:04

2. ROLL CALL

Trustees present: Caudill, Corzine, Steker, Suykerbuyk, Timm

Trustee McCauley is absent.

Trustee Silcroft is attending remotely due to a family emergency.

Approve to accept Trustee Silcroft to attend remotely.

Trustee Caudill moved: “To accept Trustee Silcroft to attend remotely.

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

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

NAYES (0):

ABSTAIN (0):

A quorum is present.

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

Guests in Attendance: S. 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 ACTION

A. Approval of the Minutes of the Regular Meeting June 18, 2024 (Document)

B. Approval of M&R Paving Inc. Invoice (Document)

C. Approval of Employee Travel and Expenses for the ALA Annual Conference June 27-July 2, 2024 (Document + Action)

Trustee Caudill moved:

“To approve the Consent Agenda items A – C.

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

AYES (6): Caudill, Corzine, Silcroft, Steker, Suykerbuyk, Timm
NAYES (0):
ABSTAIN (0):

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.

7. TRUSTEE REPORTS/COMMENTS

A. Board Self-Evaluation (Document + Action)

Reviewed questions and changes. Will revisit the updated document in September.

Trustee Timm commented on the sealcoating process and on Children's Departments sustainability efforts.

Trustee Suykerbuyk inquired about a Trustee "sunny day" fund.

Trustee Caudill is no longer on the ILA Trustee Forum Board but will be on the ILA Fundraising Committee.

Trustee Silcroft commented on the Carnival of Reading Summer Program in the Children's Department.

8. TREASURER'S REPORT

A. June 2024 (Document)

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

Trustee Suykerbuyk moved:

"To approve the June 2024 expenditures as authorized with the balance of the reports to be filed for audit."

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

AYES (6): Caudill, Corzine, Silcroft, Steker, Suykerbuyk, Timm
NAYES (0):
ABSTAIN (0):

9. CORRESPONDENCE AND COMMUNICATIONS

10. EXECUTIVE DIRECTOR'S REPORT

A. June 2024 Librarians' Report (Document)

B. Action Plan FY24 (Document)

C. Action Plan FY25 (Document)

D. PTAB FY24 (Document)

11. SPECIAL COMMITTEE & LIAISON REPORTS

A. Decennial Committee (President Steker)

- B. Executive Director Review (EDR) Liaison (President Steker)
- C. Personnel Liaison (Vice-President McCauley)
- D. Finance Liaison (Treasurer Corzine)
- E. Building & Grounds Liaison (Trustee Timm)
- F. Bylaws & Policy Liaison (Trustee Suykerbuyk)
- G. RAILS Liaison (Trustee Silcroft) Trustee Silcroft stated RAILS was on budget; four board members left; Treasury Bond bill 424 passed making money available to libraries and Secretary of State will award additional money to smaller Illinois libraries.
- H. Foundation Liaison (Trustee Caudill) Trustee Caudill stated that the annual Ela Library Foundation meeting is set for August 23, 2024 at 10am.

12. UNFINISHED BUSINESS

- A. Social Media Policy (Document + Action)

Trustee Caudill moved:

“To approve the updated Policy 2.13: Social Media as amended with a reviewed and revised date of July 2024.”

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

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

NAYES (0):

ABSTAIN (0):

- B. Parental Leave Section 5.11 Employee Handbook (Document + Action)

Trustee Caudill moved:

“To approve the updated Parental Leave Section of 5.11 of the Employee Handbook as amended.”

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

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

NAYES (0):

ABSTAIN (0):

13. NEW BUSINESS

- A. 24-07-01 Tentative Budget and Appropriation Ordinance (Document + Action)

Trustee Corzine moved:

“To approve Ordinance 24-07-01 Tentative Budget and Appropriation in the amount of \$8,264,977 for fiscal year 2024-2025 as amended.”

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

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

NAYES (0):

ABSTAIN (0):

B. Appointment of Two Board Members to Audit FY24 Meeting Minutes (Document)
Trustees Suykerbuyk and Trustee Timm will audit FY24 Meeting Minutes.

C. Technology Use Policy (Document + Action)

Trustee Caudill moved:

“To approve the updated Policy 2.17 Technology Use as amended with a reviewed and revised date of July 2024.

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

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

NAYES (0):

ABSTAIN (0):

D. Staff Usage of Library Electronic & Communication Systems Policy (Document + Action)

Trustee Corzine moved:

“To approve Policy 2.12 Staff Usage of Library Electronic & Communication Systems as amended with a reviewed and revised date of July 2024.”

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

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

NAYES (0):

ABSTAIN (0):

E. Bylaws Update-First Reading (Document)

F. Resolution Honoring Mary Povilonis, concerning the Certificate of Achievement for Excellence in Financial Reporting for FY2023 (Document + Action)

Trustee Silcroft moved:

“To Approve a Resolution Honoring Mary Povilonis, concerning the Certificate of Achievement for Excellence in Financial Reporting for FY2023.”

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

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

NAYES (0):

ABSTAIN (0):

G. Approval of Trustee Expense Reports (Action)

H. 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)

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)

15. ROLL CALL (If returning from Executive Session)

16. ADJOURNMENT

Adjournment at 8:14

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, Silcroft, Steker, Suykerbuyk, Timm

NAYES (0):

ABSTAIN (0):

Alicia Timm, Secretary
Approved at the next Regular Meeting of September 17, 2024

Crystal Steker, President