

REGULAR MEETING MINUTES

June 18, 2024

6:02 p.m. 2nd Floor Conference Room

1. REGULAR MEETING – CALL TO ORDER

President Steker called the meeting to order at 6:02pm

2. ROLL CALL

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

A quorum is present.

Staff Attendance: Executive Director E. Christianson, N. Ziarnik, D. McGuire, M. Povilonis, C. Wisner. 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 May 21, 2024 (Document)

Trustee Caudill requested to “move the Approval of the Minutes of the Regular Meeting May 21, 2024 to #6. Approval of Items moved from Consent Agenda.”

B. Approval of the Minutes of the Executive Session of the Regular Meeting May 21, 2024. (Document)

Trustee Caudill moved:

“To approve the Consent Agenda with item A removed, approving only item B, the Minutes of the Executive Session of the Regular Meeting of May 21, 2024.”

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

AYES (7): Caudill, Corzine, McCauley, 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.

Trustee Caudill moved:

“To approve the minutes of the May 21, 2024 board meeting with the modification of the motion under item #15 removing the comma in ‘to approve the annual merit, increase and compensation...’.”

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

AYES (7): Caudill, Corzine, McCauley, Silcroft, Steker, Suykerbuyk, Timm

NAYES (0):

ABSTAIN (0):

7. TRUSTEE REPORTS/COMMENTS

A. Board Self-Evaluation (Document)

Trustee Caudill mentioned the date has been set for the ILA Annual Conference in Peoria and registration starts in July.

Trustee Silcroft commented on the new Library of Things items and the electric mobility scooter.

Trustee Suykerbuyk and Trustee Timm commented on summer library events.

Trustee McCauley commented on the landscaping work.

Trustee Steker outlined the Board self-evaluation timeline. Everyone is to review the questions for discussion at the July meeting. The evaluations should be completed in August for discussion in September.

8. TREASURER’S REPORT

A. May 2024 (Document)

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

Trustee Caudill moved:

“To approve the May 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 (7): Caudill, Corzine, McCauley, Silcroft, Steker, Suykerbuyk, Timm

NAYES (0):

ABSTAIN (0):

9. CORRESPONDENCE AND COMMUNICATIONS

10. EXECUTIVE DIRECTOR’S REPORT

A. May 2024 Librarians’ Report (Document)

B. Action Plan FY24 (Document)

C. Per Capita Grant Award Letter (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 spoke about the library safety IL HB4567. Five new RAILS Trustees were elected.
- H. Foundation Liaison (Trustee Caudill) Trustee Caudill mentioned the Foundation will meet in August.

12. UNFINISHED BUSINESS

13. NEW BUSINESS

- A. Fund Balance Policy (Document + Action)

Trustee Silcroft moved:

“To review the Policy 1:11: Fund Balance Policy.”

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

AYES (7): Caudill, Corzine, McCauley, Silcroft, Steker, Suykerbuyk, Timm

NAYES (0):

ABSTAIN (0):

- B. Ordinance Authorizing Transfer of Funds to Special Reserve Fund 24-06-01 (Document + Action)

Trustee Caudill moved:

“To approve ORDINANCE NO. 24-06-01 authorizing the transfer of \$250,000 from the General Fund to the Special Reserve Fund.”

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

AYES (7): Caudill, Corzine, McCauley, Silcroft, Steker, Suykerbuyk, Timm

NAYES (0):

ABSTAIN (0):

- C. Approve FY2025 Working Budget (Document + Action)

Trustee McCauley moved:

“To approve the fiscal year 2025 Working Budget as presented, with a balanced budget and expenditures in the amount of \$7,510,321.92.”

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

AYES (7): Caudill, Corzine, McCauley, Silcroft, Steker, Suykerbuyk, Timm
NAYES (0):
ABSTAIN (0):

D. Social Media Policy (Document + Action)

Trustee McCauley moved:

“To table 13.D Social Media Policy to the July board meeting.”

Trustee Caudill seconded the motion, and the policy has been tabled to the July board meeting.

E. Parental Leave Section 5.12 Employee Handbook (Document + Action)

Trustee Timm moved:

“To table Parental Leave Section 5.12 of the Employee Handbook (Document + Action).”

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

AYES (7): Caudill, Corzine, McCauley, Silcroft, Steker, Suykerbuyk, Timm
NAYES (0):
ABSTAIN (0):

F. Approval of Trustee Expense Reports (Action)

G. 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 IMMEDIATE 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 7:35pm

Trustee Suykerbuyk moved:

“To adjourn.”

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

AYES (7): Caudill, Corzine, McCauley, Silcroft, Steker, Suykerbuyk, Timm
NAYES (0):
ABSTAIN (0):

Alicia Timm, Secretary
Approved at the next Regular Meeting of July 16, 2024

Crystal Steker, President