

REGULAR MEETING MINUTES

May 21, 2024

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 6:04pm

**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. Pedersen.

Guests in Attendance: None.

**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 April 16, 2024 (Document)

B. Approval of the Minutes of the Executive Session of the Regular Meeting April 16, 2024 (Document)

C. Approval of the Minutes of the Committee of the Whole – Finance Meeting April 23, 2024 (Document)

D. Approval of the NSDC / Overdrive invoice (Document)

E. Approval to close the Library for Staff Discovery Day on Friday, September 20, 2024 (Document)

F. Approval to continue to not participate in a non-resident cardholder program (Document)

Trustee Caudill moved:

“To approve the Consent Agenda as presented.”

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):

**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**

Trustee Silcroft inquired about the work being done in the parking lot.  
Trustee McCauley asked about the Fair Labor Standards Act and the interview with an education grad student regarding STEM education at the Library.  
Trustee Corzine commented on the Forge representation at the Maker Faire at CLC, Grayslake Campus and the DMV program.  
Trustee Silcroft commented on the Children’s Department animal events.  
Trustee Timm commented on the 20’s & 30’s programs offered to that age group.  
Trustee Timm and Trustee Steker commented on the Forge and the helpfulness of the Forge staff.  
Trustee Suykerbuyk mentioned the Teen Summer Reading Challenge.  
Trustee Caudill, Trustee Silcroft, and Executive Director Christianson attended the LACONI trustee event in Oak Park.

## **8. TREASURER’S REPORT**

### **A. April 2024 (Document)**

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

Trustee Caudill moved:

“To approve the April 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. April 2024 Librarians’ Report (Document)
- B. Action Plan FY2024 (Document)
- C. Department in Focus: IT (Chris Pedersen, IT Manager)

## **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 RAILS van delivery gas budget and upcoming elections.

H. Foundation Liaison (Trustee Caudill)

## 12. UNFINISHED BUSINESS

### 13. NEW BUSINESS

A. Appropriate Use of Library Policy (Document + Action)

Trustee McCauley moved:

“To approve the Policy 2.6 Appropriate Use of Library Policy with a reviewed and revised date of May 2024.”

Trustee Suykerbuyk 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. FY25 Working Budget Presentation (Document)

C. Updated Salary Scale FY25 (Document + Action)

Trustee Silcroft moved:

“To approve the updated salary scale with an effective date of 7/1/2024.”

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):

D. 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)

Trustee Caudill moved:

“To move to Executive Session for the purpose of Discussion of Personnel Matters under 5 ILCS 120/2(c)(1) specifically for the evaluation and compensation of the Executive Director.”

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):

Adjournment at 7:45pm

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)**

President Steker reconvened the Regular Meeting of the Ela Area Board of Trustees at 8:32pm.

Trustees present: Caudill, Corzine, McCauley, Silcroft, Steker, Suykerbuyk, Timm  
A quorum is present.

President Steker called for the Motion for the Floor.

Trustee Silcroft moved:

“To approve the annual merit, increase and compensation effective July 1, 2024, for Executive Director Erica Christianson as determined by board consensus in Executive Session.

Trustee Suykerbuyk 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):

**16. NEW BUSINESS**

**17. ADJOURNMENT**

Adjournment at 8:47pm

Trustee Caudill 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):

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Alicia Timm, Secretary  
Approved at the next Regular Meeting of June 18, 2024

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Crystal Steker, President