

REGULAR MEETING MINUTES

November 19, 2024

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

1. REGULAR MEETING – CALL TO ORDER

President Steker called the meeting to order at 6:05pm

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.

Public Attendance: Scott Harrod, Monika Adamski with Lauterbach & Amen, Frank McCabe, Resident

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

Move 10.A to before 5. Consent Agenda

10.A. FY2024 Audit Presentation (Lauterbach & Amen)

5. CONSENT AGENDA

A. Approval of the Minutes of the Regular Meeting October 15, 2024 (Document)

B. Approval of Employee Travel and Expenses for the ILA Annual Conference

Oct. 7-10, 2024, the IFMA Conference Oct. 8-11, 2024, and the ABOS Conference Oct. 14-17, 2024. (Document)

Trustee Caudill moved:

“To approve the Consent Agenda.”

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):

6. APPROVAL OF ITEMS MOVED FROM CONSENT AGENDA

7. TRUSTEE REPORTS/COMMENTS

Trustee Silcroft commented on Early Voting.

Trustee Timm commented on programming.
Trustee McCauley and Trustee Steker commented on the opening weekend of the Mythical Creatures exhibit. Trustee McCauley commented on Early Literacy Kits and Tutor.com.
Trustee Caudill thanked the board members for their donations to the Library Foundation and commented on statewide e-resources implementation.
Trustee Corzine commented on the Action Plan.

8. TREASURER’S REPORT

A. October 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 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. FY2024 Audit presentation (Lauterbach & Amen)

B. October 2024 Librarians’ Report (Document)

C. Action Plan FY25 (Document)

D. Five Year Plan (Document)

E. FY25 Special Meetings Calendar (Document): 4/8 COTW EDR and 5/6 COTW Finance

F. Per Capita Grant

11. STANDING COMMITTEE REPORTS

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

B. Personnel Liaison (Vice-President McCauley)

C. Finance Liaison (Treasurer Corzine)

D. Building & Grounds Liaison (Trustee Timm)

E. Bylaws & Policy Liaison (Trustee Suykerbuyk)

F. RAILS Liaison (Trustee Silcroft) Trustee Silcroft provided a RAILS update and spoke about “Find Illinois” which provides residents an opportunity to obtain books from libraries throughout Illinois.

G. Foundation Liaison (Trustee Caudill) Trustee Caudill spoke about the Foundation activities during the exhibit opening weekend.

12. UNFINISHED BUSINESS

13. NEW BUSINESS

A. Accept FY2024 Annual Comprehensive Financial Report as presented (Document + Action)

Trustee McCauley moved:

“To accept the FY2024 Annual Comprehensive Financial Report as presented.”

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):

B. Approve Ordinance 24-11-01 Levying Taxes for Library purposes for FY2025/2026 (Document + Action)

Trustee Corzine moved:

“To approve the ordinance 24-11-01 determining the amount of money estimated to be necessary to be raised by taxation in the amount of \$7,378,000.”

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):

C. Accept Annual Report of Receipts and Disbursements (Document + Action)

Trustee Silcroft moved:

“To approve the Annual Report of Receipts and Disbursements as presented.”

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. Programming Policy (Document + Action)

Trustee Steker corrected this will be effective November 2024 not October 2024 as shown.

Trustee McCauley moved:

“To approve the Program Policy with an effective date amended to November 2024.”

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):

E. Outdoor Digital Sign Policy (Document + Action)

Trustee Silcroft moved:

“To approve the Outdoor Digital Sign Policy with a reviewed and revised date of November 2024.”

Trustee Timm 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):

F. Approval of Trustee Expense Reports (Action)

Trustee McCauley moved:

“To reimburse Trustee Steker in the amount of \$437.02 and Trustee Caudill in the amount of \$809.72 for their travel and accommodation expenses for the 2024 ILA Annual Conference in Peoria, IL.”

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

AYES (5): Corzine, McCauley, Silcroft, Suykerbuyk, Timm

NAYES (0):

ABSTAIN (2): Caudill, Steker

Trustee Silcroft moved:

“To reimburse Trustee Suykerbuyk in the amount of \$200.53 and Trustee Timm in the amount of \$830.49 for their travel and accommodation expenses for the 2024 IL Annual Conference in Peoria, IL”

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

AYES (5): Corzine, Caudill, McCauley, Silcroft, Steker

NAYES (0):

ABSTAIN (2): Sukerbuyk, Timm

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 7:20pm

Trustee McCauley moved:

“To adjourn.”

Trustee Caudill 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):

Alicia Timm, Secretary
Approved at the next Regular Meeting on January 21, 2025

Crystal Steker, President