

**AGENDA / REGULAR MEETING MINUTES**

**September 17, 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 6:00pm.

**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: J. Huberty

**3. ADJOURN TO BUDGET AND APPROPRIATION HEARING**

President Steker called to adjourn to the Budget and Appropriation Hearing at 6:02pm.

Trustee Corzine moved:

“To adjourn to the Budget and Appropriation Hearing.”

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):

**A. Call to Order**

President Steker called the Budget and Appropriation Hearing to order at 6:03pm.

**B. 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: J. Huberty

**C. Budget and Appropriation Hearing – Public Comment**

Purpose of the hearing is to allow public comment with regards to the Budget and Appropriations Ordinance. Hearing held for 5 minutes to allow any late arriving public to attend. There were no comments.

Trustee McCauley moved:

“To return to the Regular Meeting”.

Trustee Corzine 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):

**RETURN TO THE REGULAR MEETING – CALL TO ORDER**

President Steker reconvened the regular board meeting of the Ela Area Public Library Board of Trustees at 6:09pm.

**4. ROLL CALL**

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

A quorum is present.

Previous staff and guests mentioned are present.

**5. 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.

**6. ADJUSTMENTS TO THE AGENDA**

Director Christianson requested to move 13.E to after 7.A.

**7. NEW BUSINESS I**

A. Approval of the 24-07-01 Budget and Appropriation Ordinance Document (Document + Action)

Trustee McCauley moved:

“To approve Ordinance 24-07-01 Budget and Appropriation in the amount of \$8,264,977 for Fiscal year 2024-2025 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):

**13. E. Presentation: Capital Maintenance Plan: Engberg Anderson Architects/Joseph Huberty (Document)**

**8. CONSENT AGENDA ACTION**

A. Approval of the Minutes of the Regular Meeting July 16, 2024 (Document)

B. Approval to close the Library for Staff Discovery Day on Friday, February 28, 2025 (Document)

Trustee Caudill moved:

“To approve the Consent Agenda items A and B.

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):

## **9. 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.

## **10. TRUSTEE REPORTS/COMMENTS**

A. Board self-evaluation follow-up (Document)

B. Sunny Days Fund (Document + Action). Tabled to October Agenda

Trustees commented on the Children’s department summer reading and the programs offered, the Library of Things, the ‘Human Library’ program, and bilingual Rules of the Road.

## **11. TREASURER’S REPORT**

A. July 2024 (Document)

B. August 2024 (Document)

C. Ehlers Maturity Snapshot (Document)

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

Trustee Caudill moved:

“To approve the July and August 2024 expenditures as authorized with the balance of the reports to be filed for audit.”

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):

## **12. CORRESPONDENCE AND COMMUNICATIONS**

## **13. EXECUTIVE DIRECTOR’S REPORT**

A. July & August 2024 Librarians’ Reports (Document)

B. Action Plan 2024-2025 (Document)

C. FY24 Training (Document)

D. FY24 IPLAR (Document)

- E. Presentation: Capital Maintenance Plan: Engberg Anderson Architects/Joseph Huberty (Document) Moved to after 7A.
- F. Certificate of Achievement for Excellence in Financial Reporting Medallion

**14. SPECIAL COMMITTEE & LIAISON REPORTS**

- A. Decennial Committee (President Steker) President Steker commented the 3<sup>rd</sup> and final meeting was held August 20, 2024.
- 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 three Illinois grants have been approved.
- H. Foundation Liaison (Trustee Caudill) Trustee Caudill reported on the August Foundation meeting. The Foundation currently has \$5576.00. Next meeting is August 22, 2025.

**15. UNFINISHED BUSINESS**

**16. NEW BUSINESS II**

- A. Bylaws Update – Second Reading (Document + Action)  
Trustee Caudill moved:  
“To approve the updated Bylaws Section VIII Social Media Policy with a revised date of September 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. Resolution Abolishing the Working Cash Fund (Document + Action)  
Trustee Silcroft moved:  
“To approve Resolution 24-9-01 Abolishing the Working Cash Fund of the Ela Area Public Library District 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):

- C. Printing Policy: Procedure Update (Document + Action)  
Trustee McCauley moved:

“To approve the Updated Policy 2.5: Printing & Faxing with a reviewed and revised date of September 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):

**D. New Self-Checks (Document + Action)**

Trustee Silcroft moved:

“To authorize the Director to enter into an agreement with FE Technologies for five new self-check kiosks in an amount not to exceed \$37,000.

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):

**E. Approval of Trustee Expense Reports (Action)**

**F. Building and Grounds Critical Issues (Action)**

**17. ADJOURN TO EXECUTIVE SESSION**

A. EXECUTIVE SESSION FOR THE DISCUSSION OF PERSONNEL MATTERS 5ILCS 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)

**18. ROLL CALL (If returning from Executive Session)**

**19. ADJOURNMENT**

Adjournment at 8:31pm

Trustee Caudill moved:

“To adjourn.”

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):

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Alicia Timm, Secretary  
Approved at the next Regular Meeting of October 15, 2024

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Crystal Steker, President