

COVID-19 Response Plan

We are currently in **Stay-at-Home Period (currently until April 30)** see below.

Level I: Precautionary Health Measures

1. Cleaning & Supplies

- Purchase additional cleaning and disease prevention supplies.
- Provide tissues, disinfectant wipes and hand sanitizer to staff and in public areas.
- Offer staff gloves, to be used if desired especially by staff who handle many materials.
- Perform additional routine cleaning, as needed, of all frequently touched surfaces in the library, such as workstations, countertops, and doorknobs.
- Meeting Room tables and chairs are wiped down before and after every program.
- Provide staff with additional disinfectant wipes for quick disinfection and for wiping down staff keyboards & mice.
- Staff should contact Facilities if an area needs to be thoroughly cleaned.

2. Work Adjustments

- Authorities may request that persons returning from an infected area of the world not return to work for a period of time. Library employees are required to follow those recommendations. Absences for this purpose will be excused.
- Any employee presenting symptoms congruent with the outbreak will be asked to return home and/or refrain from coming to work.
- Stop serving refreshments at programs.
- Suspend craft table activities.

3. Communicate to the Public

- Share official sources for health information with patrons.
- Recommend that patrons and staff with symptoms not enter the building.
- Promote healthy habits, such as handwashing. Post signage reminding patrons of hand hygiene and cough/sneeze etiquette.
- Promote the digital library.
- Communicate Library's response to the public, including any adjustments such as refreshments and crafts.

4. Communicate to Staff

- Share this Pandemic Response Procedure.
- Encourage staff to receive appropriate vaccinations.
- Emphasize that staff should stay home when sick and follow respiratory etiquette and hand hygiene.
 1. Wash hands frequently with warm, soapy water for at least 20 seconds.
 2. Cover mouth with tissues when you sneeze, and discard tissue in trash.
 3. Avoid close contact with people sick with respiratory symptoms.

- Advise traveling staff to check the CDC's Traveler's Health Notices.
- Promote healthy habits.
- Library Director will monitor and communicate Library response with appropriate authorities and local officials.

Level II: Moderated Services

In the event that an official source declares a pandemic, the library will respond according to the official recommendations of the Lake County Health Department, the CDC, or other appropriate public health authorities. The responses to the recommendations may include:

1. Service Adjustments

Create social distancing by using some or all of the following measures:

- Reducing number of public seats.
- Reducing number of public computers.
- Reducing max capacity of programs, adding more chairs than needed to programs, or spacing chairs further apart at programs.
- Limiting the number of patrons in the library at one time.
- Altering work schedules so that fewer people are working in close proximity to one another.

Reduce or suspend services. Public health authorities may advise that libraries and other gathering places minimize or entirely suspend situations where numerous individuals congregate in relatively confined spaces. In such cases, the Library Director may suspend some or all:

- Library programming. Adjustments may include reducing capacity or cancelling planned programs on a case-by-case basis with the most at-risk audiences in mind.
- Public meeting use.
- Deliveries to homebound, nursing homes, outreach sites, schools, and daycares.
- Service desk assistance.
- Removing toys and manipulatives from the Children's Department.
- Removing Board Games & Video Games from Teen Lounge.
- Review and prepare options for emergency library services as necessary.

2. Work Adjustments

- Cancel all library-related travel to areas under a CDC Traveler's Health Notice Warning Level 3 (Avoid Nonessential Travel) and reconsider library-related travel to Level 2 areas.
- Adjust volunteer work schedules as affected by service adjustments.

3. Communicate to Public

- Continue messaging as in Level I. Messages should explicitly state that service reductions are being done to slow down disease transmission.

- Share information outlining adjustments to services; adjust homepage to include pointers to official sources of info about the pandemic.
- Contact affected program registrants, meeting room users, study room reservations, etc. to notify of service adjustments.
- Remind public that no overdue fines means that they do not need to return items while they are not feeling well.

4. Communicate to Staff

- Library Director will continue to monitor and coordinate library response with appropriate authorities and local officials.
- Encourage staff to wear gloves and masks when handling materials.
- Managers should review their staff contact information. Remind staff to update their contact information in Paylocity.

Level III: Temporary Closure

1. Service Adjustments

- Temporary Closure
 - During the course of a pandemic, the Library Director may temporarily close the Library buildings under one or more of the following conditions:
 - Public health authorities advise, request or order such a closure
 - District 95 closes
 - Public visitation is too low to warrant keeping the buildings open
 - Staff levels are too low to operate the Library
- Any other conditions that prevent the Library for operating the facilities safely and effectively
- Emergency Closing Guidelines apply
- Extend due dates
- Close book drop and post closed signs
- Inform vendors and delivery services that we are closed and not accepting deliveries
- Notify RAILS
- Notify CCS
- Notify after-hours cleaning company
- Notify vending company

2. Work Adjustments

- Staff and volunteers are to refrain from reporting to work in person.
- All Library administrative functions and electronic services will continue as normal with selected staff working from home or other locations to provide support.
- Head of Facilities and Head of IT will continue to work remotely to monitor building and systems conditions.

- Head of Public Information will continue to work remotely to communicate with public.
- The Executive Director (and designated staff) will continue to work remotely to coordinate response among staff and with the Library Board of Trustees.

3. Communicate to Public

- Staff will follow Emergency Closing Procedures.
- Continue to share official sources for health information and library service updates with patrons via digital communications channels.

4. Communicate to Staff

Library Director will continue to monitor and coordinate library response among appropriate authorities, local officials, and staff

Should the situation call for a more nuanced response than is outlined here, the Library Director and Board may adjust the library's response to meet emergent needs.

Stay-at-Home Period (currently until April 30) Pandemic Response Procedures: LEVEL III

Work Adjustments: Staffing

1. Operating under Emergency Closing Procedures
Illinois Reimbursement Act compliance: compensation for resources used while working remotely
2. Maintaining compliance with Stay at Home order: payables, payroll, maintenance of facilities, obtaining materials to be able to work at home.
3. HR: Monitoring and developing implementation of new requirements, preparing for building opening
4. Remote working guidelines and considerations
 - a. Tracking time/work
 - b. Approval for remote work - staff must have supervisor approval
 - c. Work policies -- making sure staff are adhering to work policies as if they were physically still in the building (for example, taking allotted breaks as necessary)
 - d. Equipment & Means -- ascertaining if staff have the means & equipment to complete work at home (Internet, computer, access to selection resources etc.)
 - e. Focus on essential and priority tasks
 - f. Regular communication/Staff Development
 - g. Training considerations
 - h. Virtual meetings

Service Adjustments/Patron Communication

1. Updating our website and social media (ongoing)
2. Created a digital app & resources webpage for kids:
<https://www.eapl.org/kids/digital-reading-apps>
3. Increased Hoopla checkout limit from 5 to 20 per month
4. Reducing OverDrive ebook and eaudiobook hold ratios
5. monitoring Contact-Us emails
6. Developed an FAQ page on the Library's website for helpful closure information:
<https://www.eapl.org/faqs-during-COVID19-closure>.
7. Developed a resources (mental health, small business, etc) page for website
8. Launched a temporary card with a form: <https://www.eapl.org/temporary-library-card> The info is on our FAQ page: <https://www.eapl.org/faqs-during-COVID19-closure>. Card is not processed through automated CCS temporary card system but directly through the Circulation Department for enhanced communication with patron and the ability to cross-check property tax records.

Tasks underway:

9. investigating virtual programming
10. developing e-newsletter

Additional Items:

Facilities: Deep cleaning of facilities continues along with maintaining compliance equipment and building support tasks.

Governance Issue: Monitoring and implementing changes to governance regulations, i.e. virtual meetings.

Priority 1: Developing Staging Plan for Opening the Library: Access for Patrons & Staff

Item for Virtual Communication Folder

Erica Christianson <echristi@eapl.org>

Thu 4/2/2020 9:25 AM

To: Desiree Bryzelak <dbryzelak@eapl.org>

On Mar 30, 2020, at 12:19 AM, Office 365 SMTP Relay <Office365.SMTP.Relay@eapl.org> wrote:

Submitted on Monday, March 30, 2020 - 00:19

Comment or question:

Perhaps we could allow place on hold/pickup services?? Our kids need books

!!!

From: Natalie Ziarnik

Sent: Monday, March 30, 2020 6:53 AM

Dear Mark,

I know, this is so frustrating! For the time being, I strongly recommend using eBooks, which are free to use from our website. We have been purchasing more items for this time period so hopefully your kids will find something they like. If not, please send me recommendations and I'll see if they are available on eBook.

Here is a link to our digital reading resources and online activities available for children:

<https://www.eapl.org/kids/digital-reading-apps>

"Tumblebooks" is easiest to use, so maybe try that first. "Overdrive" has the largest selection, but you'll need to set up an account for that. It's all, of course, free of charge for Ela patrons.

As for when the Stay-at-Home order is lifted, libraries around the world are still working on how we will handle checking materials in and out. The virus lasts for many days on a book, and that presents many challenges for us and requires new protocols.

We'll keep you up-to-date on our website (www.eapl.org). In the meantime, stay safe and healthy and let me know how the eBooks go for your kids.

Best wishes,

Natalie Ziarnik

Head, Children's Department

Reopening the Building

STAGE 2: Limited numbers of patrons will be permitted to enter designated areas of the library for brief visits. Express (Grab N' Go) services will be available. Additional safety measures will be required for the health of our patrons and staff.

Overview: Following local and state recommendations, a move to Stage 2 will be dependent on decreasing infection rates, continued need for social distancing and use of face coverings. Library visits will be brief and services do not encourage gathering or extended stays. Stage 1 services will continue. Hours may continue to be limited to meet staffing and health & safety demands. Supplies needs are able to be met.

Staffing: Limited number of staff are in the building. Others continue working from home. Limited face-to-face patron/staff interaction.

Patron Capacity: 50

Staff Areas: 50%

Communication Channels: All communication channels updated with current information.

Patron Expectations:

- Patrons over the age of 2 must wear a mask at all times
- Practice social distancing
- Wash your hands or use hand sanitizer often
- If you're sick stay home
- No food or drink inside the Library
- Social gatherings are discouraged inside the Library

In-Demand Services Available:

- Browsing and Borrowing
- Computers (with time limits) & Wifi
- Call, Email and Chat with Staff during Open Hours
- Printing, Faxing, Scanning & Copying
- Drive-Up Services for Contact-free Returns and Pick Up of Materials
- Remote 3D Printing
- WiFi HotSpot/Roku Checkout
- Crafts-To-Go Available (Children's/Forge)

Modifications:

- Seating and tables have been removed or spaced out to help maintain social distancing.

- Study Rooms, Meeting Rooms, the Quiet Reading Room, and the patios are currently closed.
- Forge is closed. 3D printing services are available.
- Digital Media Labs are closed.
- Passport Services are not available.
- Notary Services are not available.
- Elevator is limited to one person or family at a time.
- Library of Things temporarily unavailable except for WiFi Hotspots and Rokus.
- Storytime to Go Kits and Caregiver Kits also temporarily unavailable.
- No food or drink in the Library. No vending services.
- Computer use is limited with software (1 hr – 2nd Floor, 30 min – 1st Floor)
- Toys and manipulatives removed from the Children's Department.
- Teen board games and video games for in house use are not available; the Teen Lounge is closed.
- Drive-up returns encouraged. A spring-loaded book return will be placed near the entrance if people come in with materials.
- Online summer reading program for all ages.
- WiFi Hotspot and Roku checkout.
- Crafts-To-Go Available in Children's & by the Forge.

Collections Not Available:

Library of Things -- including Board Games, Circulating Bags, Fishing Poles, Telescopes, etc.

Caregiver Kits, Curiosity Kits and Storytime to Go Kits, Board Books, and Big Books

Patron Arrival/Welcome Back Station

Entrance – Welcome desk:

Welcome desk setup:

- 2 hour shifts
- 2 greeters per shift
- Greeters stationed at tables in the vestibule

Greeter duties:

- Maintain count of total patrons in library
- Ensure no more than the maximum allowable number of people are in the building at any given time
- Ensure all patrons are appropriately wearing masks when entering the building
- Encourage use of hand sanitizer before entering building
- Provide information on library expectations during this phase
- Offer basic information on library services during this phase

Cleaning:

- Facilities has scheduled disinfecting including:
 - Counters and tabletops
 - Door handles, railings, light switches, phones
 - Bathrooms
 - Photocopiers
 - Self-Check Stations

- Staff are responsible for disinfecting:
 - Work spaces/desks
 - Public computers
 - Assisting Facilities with disinfecting:
 - Photocopiers
 - Self-Check Stations

Limited Hours

Library Hours: 10am-6pm M-F; Saturdays 10-2

Priority entrance for vulnerable populations: 10-11am Tuesdays and Thursdays*

[Other patrons will be allowed access but only after self-identified vulnerable patrons are allowed entrance]

Building Hours for Staff: 8am - 6:30pm Mondays – Fridays, 8:30am - 2:30pm Saturdays

What's on the Radar (with continued limitations on number of patrons/staff in building/patron demand/cleaning schedule, staff availability, social distancing requirements etc.)

- **7/21/2020 – Interlibrary/intra-CCS loan resumes.** Service is limited to libraries able to restart interlibrary loan. Patrons will see a delay due to limited number of participating libraries, required quarantining, and volume of holds.

- **8/1/2020 – Non-Ela patrons can resume placing holds**

- Resume Sunday Hours in August (continuing to audit hours for extension)
- On-demand hold filling
- Potential Appointment Based Services
 - Notary
 - Passport
 - Single-User/Family Study Room Use
 - Forge
 - Digital Media Labs

- Additional seating

Stage 3: Increased availability of services, building access, and hours. Safety measures will be required for the health of our patrons and staff. Small in-person programs may take place.

Services Available:

Study room use by reservation; limited number of people based on safe spacing. Most programming is virtual. Small in-person programs may occur if space is available.

Stage 4: The Library will return to pre-pandemic operations. Infection threat is low or non-existent or a vaccine is available. If the local virus infection rate rises, we may return to previous stages to maintain the safety of the community.

INTERGOVERNMENTAL AGREEMENT

COVID19 RELIEF FUND

THIS AGREEMENT made this _____ day of _____, 2020, by and between the **County of Lake** (hereinafter referred to as "**COUNTY**") and _____ (hereinafter referred to as "**TAXING DISTRICT**," regardless of legal organization which may include a Home Rule unit of government). The COUNTY and the TAXING DISTRICT shall hereinafter be referred to jointly as the Parties.

RECITALS

WHEREAS, the Illinois Constitution and the Intergovernmental Cooperation Act (5 ILCS 220/ *et. seq*) authorize units of local government, including counties and municipalities, to contract or otherwise associate among themselves in any manner not prohibited by law and to jointly exercise any power, privilege or authority conferred upon them by law; and

WHEREAS, Article 7, Section 10 of the Illinois Constitution of 1971 and the Illinois Intergovernmental Cooperation Act 5 ILCS 220/1 *et seq.* allow units of public entities to enter into intergovernmental agreements in the furtherance of their governmental purposes; and

WHEREAS, pursuant to the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act") the COUNTY received approximately one hundred twenty-two million dollars from the United States Government ("CARES Act Funds"); and

WHEREAS, the CARES Act provides for payments to local governments navigating the impact of the COVID-19 outbreak via the Coronavirus Relief Fund; and

WHEREAS, the CARES Act provides that payments from the Coronavirus Relief Fund may only be used to cover expenses which: (1) are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19); (2) were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the local government; and (3) were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020; and

WHEREAS, the COUNTY was eligible to receive payments under the CARES Act, as it is a unit of local government in excess of 500,000 residents; and

WHEREAS, the United States Department of Treasury ("Treasury") has issued guidelines with regards to the authorized use of funds allocated to local governments under the CARES Act; and

WHEREAS, this Agreement is intended to promote the most efficient distribution of financial resources which have been made available to the COUNTY to benefit the citizens of the COUNTY; and

WHEREAS, under the CARES Act, should the Office of the Inspector General determine that the funds were used in a manner contrary to the intent of the Act or contrary to the United States' Department of Treasury guidelines, the CARES Act provides that the federal government may recoup the improperly spent funds from the COUNTY; and

WHEREAS, the COUNTY and the TAXING DISTRICT within Lake County, and its residents, have suffered secondary effects of the coronavirus emergency; and

WHEREAS, the COUNTY, as the jurisdiction responsible for disbursement of funds under the CARES Act, finds that it is appropriate to use these funds to defray certain costs incurred by the TAXING DISTRICT related to the coronavirus emergency; and

WHEREAS, pursuant to guidance and interpretations of Treasury, the COUNTY as recipient of CARES Act funds may distribute a portion of those funds to other responsible entities within the COUNTY to assist in distributing CARES Act funds to those most in need of such funds

to be administered in compliance with the CARES Act, current and amended Treasury guidance and interpretations, and this Agreement; and

WHEREAS, the COUNTY may provide direct reimbursement to a TAXING DISTRICT that has eligible reimbursements per the Treasury guidance, both current and as amended; and

NOW, THEREFORE, the COUNTY and the TAXING DISTRICT hereby agree as follows:

1.0 Recitals, Definitions, and Purpose.

1.1 Recitals Incorporated. The recitals set forth above are incorporated in this Agreement by reference and made a part of this Intergovernmental Agreement (“IGA”).

1.2 Definitions.

1.2.1 “CARES ACT funds” shall refer to funds which have been allocated to the COUNTY under the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”) of which the COUNTY is responsible for the disposition.

1.2.2 “Forms” shall refer to forms or application documents used to seek reimbursement of coronavirus related expenses under this agreement.

1.2.3 All other words used in this agreement which are not specifically defined shall have their normal and ordinary meaning.

1.3 Purpose. The purpose of this Agreement is to establish a contractual relationship between the COUNTY and TAXING DISTRICT with regards to the proposed reimbursement of municipal expenses associated with the coronavirus emergency from federal CARES ACT funds which the United States Federal Government has disbursed to the COUNTY. The COUNTY has, by resolution, created the Lake COUNTY Local Government COVID-19 Reimbursement program. This agreement shall remain in effect between the parties to govern the form of applications for reimbursement, the review of applications, the criteria for reimbursable expenses, the retention of documents, and other material terms governing the processing of reimbursement applications as outlined in the guidelines provided by the COUNTY to the TAXING DISTRICT.

2.0 Obligations of the COUNTY

2.1 Generally. The COUNTY, by and through its Finance Department, shall process requests for reimbursement received from TAXING DISTRICT subject to the requirements set forth herein.

2.2 Submittal does not guarantee approval. The COUNTY, by receiving and processing the reimbursement requests of TAXING DISTRICT, does not guarantee approval of the reimbursement requests by the COUNTY, the United States Department of Treasury, or the Office of the Inspector General.

2.3 No further obligations. The COUNTY shall have no further obligations under this IGA other than those expressly set forth.

3.0 Obligations of the TAXING DISTRICT

3.1 Generally. In order to submit requests for reimbursement of coronavirus emergency related expenditures, TAXING DISTRICT agrees to submit the forms, certifications and documentation as may be required by the COUNTY for any expense for which TAXING DISTRICT seeks reimbursement under this Agreement. TAXING DISTRICT agrees that the sole and exclusive decision as to whether or not TAXING

DISTRICT's request is granted lies within the discretion of the COUNTY, and that submission of expenses for reimbursement does not obligate the COUNTY to agree to reimburse those expenses. TAXING DISTRICT agrees that the COUNTY, through its Finance Department, may deny reimbursement for expenses which, in the discretion of the Chief Financial Officer, are not permitted uses for CARES ACT funds. The parties also agree that expenses that may be otherwise eligible for reimbursement may be rejected by the COUNTY in its sole discretion, that the COUNTY is under no obligation to approve any particular reimbursement request, and that reimbursement is also subject to the availability of funds.

4.0 Form of Expense Submittals, Certification, failure to use form or comply with criteria

4.1 Generally. The Parties agree that expenses for which TAXING DISTRICT seeks reimbursement shall be submitted upon the forms and in the manner as may be required by the COUNTY. TAXING DISTRICT agrees to utilize these forms exclusively in seeking reimbursement of expenses related to the coronavirus emergency.

4.2 Certification. By entering into this IGA the Mayor, President, CFO or City Manager or other authorized official certifies that the expenses for which TAXING DISTRICT seeks reimbursement: (i) are necessary expenditures incurred due to the public health emergency with response to the Coronavirus Disease 2019, (ii) were not accounted for in the most recently approved budget of the TAXING DISTRICT, as of March 27, 2020, (iii) were incurred during the period between March 1, 2020 and December 30, 2020, and (iv) meet the criteria set forth in the United States Department of Treasury guidelines and interpretations, both current and as they may be amended and supplemented in the future.

4.3 Failure to use form or attach certification. The failure by TAXING DISTRICT to use the required forms or to accompany each and every reimbursement request with a completed certification, shall lead to the summary rejection of that submittal by the COUNTY.

4.4 Failure to comply with Department of Treasury Guidelines and Interpretations. The COUNTY reserves the right to reject any reimbursement which it determines, in its sole and exclusive discretion, does not meet the criteria of the CARES ACT or United States Department of Treasury guidelines and interpretations, both current and as may be amended and supplemented in the future, associated with disbursement of funds under the CARES ACT.

4.5 TAXING DISTRICT shall not submit for reimbursement to the COUNTY any expense which the TAXING DISTRICT has submitted or will submit to any other entity, whether public or private, for reimbursement. Should TAXING DISTRICT at any time receive reimbursement for any expense for which the COUNTY has already reimbursed the MUNICIPALITY under this IGA, the TAXING DISTRICT shall within 14 days or at the next scheduled municipal meeting occurring thereafter authorize and refund that reimbursement to the COUNTY.

5.0 Reimbursement guidelines; prohibition on duplicate reimbursement.

5.1 Reimbursement guidelines will be provided to TAXING DISTRICT that will include details specific to maximum reimbursement funding and allocation method, allowable expenses, required documentation and format of submittal, submission deadlines,

reporting requirements, compliance audit information, and records retention, among other guidance.

5.1.1 The reimbursement guidelines may be updated based on additional information received by COUNTY, or if additional funding is allocated.

5.2 TAXING DISTRICT shall not be entitled to reimbursement of expenses on application to the County for which it has sought and received reimbursement from any other entity, whether public or private, as described in 4.2, above.

6.0 Cooperation

6.1 The COUNTY shall assist TAXING DISTRICT in complying with the requirements of the CARES Act and the United States Department of Treasury guidelines by preparing sample forms and providing feedback and guidance with regards to the type and quality of information required to complete such forms.

6.2 TAXING DISTRICT agrees to abide by the terms of the CARES Act and all United States Department of Treasury guidelines and interpretations, both current and as may be amended and supplemented in the future.

6.3 TAXING DISTRICT shall, at the COUNTY's request, supply COUNTY with all relevant information for the COUNTY to evaluate whether a request for reimbursement meets the criteria under the CARES Act and United States Department of Treasury guidelines, both current and as may be amended and supplemented in the future.

7.0 Records

7.1 TAXING DISTRICT shall maintain all records relating to the expenses which TAXING DISTRICT seeks to have reimbursed by COUNTY from CARES Act funds for a period of at least ten (10) years or the period of time required by other state or federal law, whichever is longer.

7.2 At any time, the COUNTY may request that the TAXING DISTRICT provide records relating to the expenses which TAXING DISTRICT seeks to have reimbursed. TAXING DISTRICT agrees to provide records within 14 days in response to such requests.

7.3 Failure to provide records may result in the denial of the reimbursement request. In circumstances where the reimbursement request has been granted and the records are needed to justify the reimbursement to the Office of the Inspector General or any other office, official, or department which may later become responsible for auditing disbursements of CARES Act funds, failure by TAXING DISTRICT to provide these records, for any reason including the prior destruction of these records, shall constitute a breach of this Agreement. The sole and exclusive remedy for such a breach is that TAXING DISTRICT shall be responsible for repayment of any disbursement which the Office of Inspector General, or its successor, finds improper, unsupported, or unable to be verified within the time limit set by the Office of Inspector General. The TAXING DISTRICT shall make said repayment on or before the COUNTY is required to reimburse the federal government for such improper, unsupported, or unverified expense. Additionally, TAXING DISTRICT agrees to indemnify the COUNTY or make the COUNTY whole for any penalty assessed against the COUNTY based upon TAXING DISTRICT's failure to retain or provide records.

8.0 Timeliness.

8.1 The Parties agree that time is of the essence in the processing of applications for reimbursement. The COUNTY shall use all reasonable speed and diligence in the processing of applications for reimbursement.

8.2 The Parties agree that time is of the essence in communications seeking supporting documents or requesting records under this agreement. The Parties agree that they shall use all reasonable speed and diligence in responding to requests for records or supporting documents.

9.0 Indemnity.

9.1 The Parties agree that where the COUNTY may rely upon the certification of the TAXING DISTRICT that such expenses which TAXING DISTRICT sought to have reimbursed from CARES Act funds met the minimum requirements of the CARES Act, and where the Office of the Inspector General, or any other person, official, or department which is charged with the auditing and review of expenditures of CARES Act funds determines that such reimbursement was not permitted under the CARES Act, TAXING DISTRICT agrees to indemnify, reimburse and make whole the COUNTY for any funds which the United States Government or its agencies seeks to recoup or collect, either by litigation, or by withholding other federal funds owed to the COUNTY. TAXING DISTRICT further agrees to indemnify, reimburse, or make whole the COUNTY for any penalties associated with the federal government seeking to recoup the expended CARES Act funds which the COUNTY disbursed to TAXING DISTRICT including interest, attorneys fees or any penalty provided by law. Additionally, TAXING DISTRICT agrees to indemnify the COUNTY or make the COUNTY whole for any penalty assessed against the COUNTY based upon TAXING DISTRICT's duplication of reimbursements as provided in Article 5.2 above. TAXING DISTRICT also agrees to indemnify the COUNTY for any other loss or damage due to TAXING DISTRICT's violation of this IGA.

9.2 TAXING DISTRICT agrees to hold COUNTY harmless for any evaluation or advice which the COUNTY provided to TAXING DISTRICT as to whether the requested reimbursement is a permissible use of the CARES Act funds.

10.0 Term and termination

10.1 Term. This Agreement shall remain in effect until December 30, 2020 unless earlier terminated by either party provides written notice of termination to the other. Such notice shall be effective 14 days after receipt of the termination.

10.2 Survival of Terms. Those terms relating to the party's obligation to maintain records and provide records, and the TAXING DISTRICT's indemnification of the COUNTY shall survive the termination of this Agreement.

11.0 General Terms and Conditions

11.1 Amendment. Any revision to this Agreement shall be made by written amendment to this Agreement. This Agreement, including exhibits attached hereto and incorporated herein by reference, represents the entire Agreement between the parties with respect to the subject matter hereof and supersedes all prior communications, agreements, and understandings relating thereto.

11.2 Assignment. The performance covered by this Agreement shall not be assigned or delegated without the prior written consent of the COUNTY.

11.3 Conflict of Interest. No officer, employee, elected or appointed officials of the COUNTY or the TAXING DISTRICT (and no one with whom they have family or business ties) shall obtain any personal or financial benefit of the funds to be administered herein

11.4 Notices. Any notice under this IGA shall be sent by email to the following individuals at the indicated email addresses:

To the COUNTY:

Patrice Sutton, Chief Financial Officer, County of Lake at psutton@lakecountyil.gov

To the TAXING DISTRICT:

(name/title/email address)

Erica Christianson, Interim Executive Director, Ela Area Public Library at echristi@eapl.org

IN WITNESS WHEREOF, the COUNTY and the TAXING DISTRICT have executed this Agreement as of the date first above written.

COUNTY OF LAKE

(TAXING DISTRICT)

County Administrator, Lake County

Authorized Signature

Printed Name

Title

ATTEST:

ATTEST:

Lake County Clerk

Clerk

REGULAR MEETING

April 21, 2020

6:00 p.m.

Virtual Meeting via Zoom

1. SPECIAL BOARD MEETING VIA ZOOM – CALL TO ORDER

At 6:02 p.m. President Corzine called the Regular Meeting to order.

2. ROLL CALL

Trustees present: Blank, Caudill, Corzine, Fuller, Hurst, Stamoolis, Steker

Absent:

Staff present: Interim Executive Director Christianson, S. Hyson, D. Bryzelak, M. Creel, N. Ziarnik, C. Pederson, C. Wagner

Guest present: S. Harrod, Cathy Peterson and Mary Cherry from HR Source

3. PUBLIC COMMENT

None

4. ADJUSTMENTS TO THE AGENDA

To move **14 A. HR Source Presentation and Discussion to after Adjustments to the agenda.**

At 6:08 p.m., Trustee Blank moved:

“TO GO INTO EXECUTIVE SESSION FOR THE DISCUSSION OF PERSONNEL MATTERS 5ILCS 120/2 (c)(1).”

Trustee Caudill seconded the motion and it carried on a roll call vote.

AYES (7): Blank, Caudill, Corzine, Fuller, Hurst, Stamoolis, Steker

ABSENT (0):

At 7:52 p.m., the Board returned to open session. President Corzine called the open session to order.

The following trustees were present: Blank, Caudill, Corzine, Fuller, Hurst, Stamoolis, Steker

Staff Present: Interim Executive Director Christianson, S. Hyson, D. Bryzelak, M. Creel, N. Ziarnik, C. Pederson, C. Wagner

Guest present: S. Harrod

5. CONSENT AGENDA

A. Approval of the Minutes of the Special Board Meeting April 7, 2020

Trustee Blank moved:

“To Approve the Minutes of the Special Board Meeting April 7, 2020 with correction as noted.”

Trustee Fuller seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Fuller, Hurst, Stamoolis, Steker

ABSENT (0):

ABSTAIN (0):

6. APPROVAL OF ITEMS MOVED FROM CONSENT AGENDA

None

7. TRUSTEE REPORTS/COMMENTS

Trustee Caudill mentioned the April 30th Webinar for the Trustee Workshop will also be made available after that date as well.

Trustee Steker wanted to bring attention to the COVID 19 information on the RAILS website and how well the library fits into the actions of what other libraries are doing as well. She said she would provide the link showing this data to the other Trustees.

8. TREASURER’S REPORT

A. March 2020

Trustee Blank moved:

“To Approve the March 2020 Expenditures as Authorized with the Balance of the Reports To Be Filed For Audit.”

Trustee Caudill seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Fuller, Hurst, Stamoolis, Steker

ABSENT (0):

ABSTAIN (0):

9. CORRESPONDENCE AND COMMUNICATIONS

None

10. EXECUTIVE DIRECTOR’S REPORT

- Interim Executive Director Christianson provided insight as to how long the Footnotes takes to produce. On average, production takes a minimum of six weeks. Because of the current COVID-19, the Library has opted to produce an e-newsletter instead. A postcard will go out to ELA members with information on the Library and how to access the new e-newsletter.
- Interim Executive Director Christianson also highlighted John Carranza’s report and all the work he has conducted inside the Library as well as the contracts he has negotiated. He is also working on a trade-in for his tractor as well as replacing the faucet heads in the bathrooms with ones that operate by motion sensor.

- Provided an update on the parking lot repairs. Maneval has started the concrete work but still need to repair the ramps and reseed the median.
- Informed the Trustees that the statistics portion of the report are not complete due to the lack of access to the building during this Shelter in Place order. They will remain this way until full access is granted again.
- Notified the Board that the Staff, along with their knitting and quilting groups, are making masks for the Staff's return as well as for our partner organizations.

11. STANDING COMMITTEE REPORTS

- A. Building & Grounds Committee: No Report**
- B. Finance Committee: No Report**
- C. Nominating Committee: No Report**
- D. Personnel Committee: No Report**
- E. Policy Committee: No Report**
- F. Bylaws Committee: No Report**

12. SPECIAL COMMITTEE REPORTS

None

13. UNFINISHED BUSINESS

None

14. NEW BUSINESS

B. Overview of Budget Process & Timeline

Interim Executive Director Christianson presented a detailed budget process overview for the upcoming budget planning that will take place at the Finance Committee Meeting on April 28, 2020 at 6:00 p.m.

C. Discussion of Changes to Salary Scale

Interim Executive Director Christianson and M. Creel outlined the changes in the salary scale that are needed in order to comply with the legal requirements of the minimum wage law as well as maintaining competitive recruitment practices.

She highlighted that a labor reallocation had not been completed since 2013 and that compensation structure adjustments are essential in order to stay current with the competitive job market. A five percent structural adjustment was recommended.

Trustee Caudill moved:

“To Approve the Changes to Salary Scale as proposed.”

Trustee Fuller seconded the motion and it carried on a majority roll call vote of all Trustees present.

AYES (6): Caudill, Corzine, Fuller, Hurst, Stamoolis, Steker

NAYES(1): Blank

ABSENT (0):

ABSTAIN (0):

D. Discussion of COVID-19 Response Plan

Interim Executive Director Christianson gave an update on our response plan and the proposed 3-day quarantine of all materials. She informed the Board that a testing company is conducting a study specifically related to library materials in order to better understand how long items will need to be quarantined.

Trustee Hurst wanted to encourage the Library to at least open the drive-up window as a means for patrons to have access to materials other than what is provided during e-learning. This led to discussion of PPE availability to protect staff during this time as well as the issue of staff and patron safety.

E. Approval of Trustee Expense Reports

None

F. Building and Grounds Critical Issues

None

15.

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

16. ADJOURNMENT

At 9:24 p.m. Trustee Stamoolis moved.

“TO ADJOURN.”

Trustee Blank seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Corzine, Caudill, Fuller, Hurst, Stamoolis, Steker

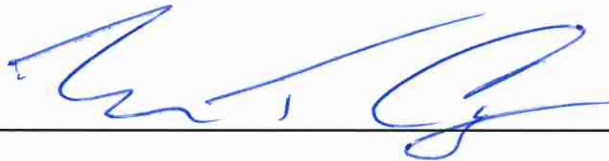
ABSENT (0):

ABSTAIN (0):



Crystal Steker, Secretary

Approved at the next Regular Meeting of May 19, 2020



Eric Corzine, President

REGULAR MEETING MINUTES

February 16, 2021

6:00 p.m. Board Room

Blended Remote (via Zoom) /

In Person Meeting at Ela Area Public Library

Members of the public can listen by phone or view/listen online to the meeting using Zoom (zoom.us). Members of the public will be able to comment via Zoom during the Public Comment period. Public comments can also be emailed to the Board via email at public.comments@eapl.org. Comments for the Meeting that are received by 1pm Tuesday, February 16th will be read during the Public Comment period.

- Please click the link below to join the webinar:
- <https://us02web.zoom.us/j/81420638250?pwd=NSStHS1g2V3VsMjIwRHN6VFFoTTJPUT09>
- Passcode: 434308

- For those who want to listen via phone, please use the following telephone number:
888 475 4499 (Toll Free) or 877 853 5257 (Toll Free)
When prompted, dial Webinar ID: 814 2063 8250

1. REGULAR MEETING – CALL TO ORDER

At 6:00 p.m. Vice President Blank called the Regular Meeting to order.

2. ROLL CALL

Trustees present in person: Blank

Trustees present remotely via Zoom: Caudill, Hurst, Stamoolis, Stanonik, Steker

Absent: Corzine

Staff present in person: Executive Director L. Rosenthal

Staff present via Zoom: D. Bryzelak, M. Creel, E. Christianson, N. Ziarnik, C. Pedersen, C. Wagner

Guest present in person:

Guest present via Zoom: K. Baugher, S. Harrod, J. Rumschlag, M. Silcroft

3. PUBLIC COMMENT

None

4. ADJUSTMENTS TO THE AGENDA

5. CONSENT AGENDA

A. Approval of the Minutes of the Regular Meeting January 19, 2021

Trustee Caudill moved:

“To Approve the Minutes of the Regular Meeting January 19, 2021.”

Trustee Stamoolis seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (6): Blank, Caudill, Hurst, Stamoolis, Stanonik, Steker

ABSENT (1): Corzine

ABSTAIN (0):

6. APPROVAL OF ITEMS MOVED FROM CONSENT AGENDA

7. TRUSTEE REPORTS/COMMENTS

Trustee Caudill reminded the Board about the upcoming ILA webinars:

March 13: One Year On -- Where is Your Library and How Can You Prepare for a Post-COVID World

April 17: Equity, Diversity and Inclusion: What Library Trustees Need to Know

May 15: Boot Camp for Trustees -- Topics include Board-Director Relations, Succession Planning, and Finance 101

Trustee Hurst commented on how she enjoyed the Legislative Breakfast and the time she received getting to know the representatives in an informal setting.

Trustee Stanonik mentioned a friend, who utilizes the Outreach home delivery, met Kat and thought she was a great addition. She added that she is also impressed with the new Summer Reading car theme in the Children’s Department.

Trustee Steker took advantage of the Storywalk and enjoyed it.

8. TREASURER’S REPORT

A. January 2021

Trustee Caudill moved:

“To Approve the January 2021 Expenditures as Authorized with the Balance of the Reports To Be Filed For Audit.”

Trustee Hurst seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (6): Blank, Caudill, Hurst, Stamoolis, Stanonik, Steker

ABSENT (1): Corzine

ABSTAIN (0):

9. CORRESPONDENCE AND COMMUNICATIONS

The Communications items were made available in the Board Packet.

10. EXECUTIVE DIRECTOR’S REPORT

A. January 2021

- Executive Director Rosenthal gave an update on the new Abila MIP Fund Accounting software integration.

- Informed the Board that the CPI for last year was 1.4, so next year the Library can ask for that number giving the Library more flexibility.
- Provided insight on an Ehlers maturity date that is coming up and is looking into a future investment plan.

B. Action Plan 2020/2021

11. STANDING COMMITTEE REPORTS

- A. Building & Grounds Committee: No Report**
- B. Finance Committee: No Report**
- C. Nominating Committee: No Report**
- D. Personnel Committee: No Report**
- E. Policy Committee: No Report**
- F. Bylaws Committee: No Report**

12. SPECIAL COMMITTEE REPORTS

13. UNFINISHED BUSINESS

14. NEW BUSINESS

A. Proposed Bylaws Amendment – second reading

Trustee Caudill moved:

“To approve the addition of section 3-37 “Staff Recognition” to the board’s bylaws.”

Trustee Stamoolis seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (6): Blank, Caudill, Hurst, Stamoolis, Stanonik, Steker

ABSENT (1): Corzine

ABSTAIN (0):

B. Resolution 21-02-01 IMRF Authorized Agent

Trustee Caudill moved:

“To approve Resolution 21-02-01 designating Executive Director Lauren Rosenthal as the Authorized Agent for IMRF.”

Trustee Stanonik seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (6): Blank, Caudill, Hurst, Stamoolis, Stanonik, Steker

ABSENT (1): Corzine

ABSTAIN (0):

C. Resolution 21-02-02 Identifying and Delegating Authority to the Executive Director

Trustee Caudill moved:

“To approve Resolution 21-02-02 identifying and delegating authority to the Executive Director.”

Trustee Hurst seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (6): Blank, Caudill, Hurst, Stamoolis, Stanonik, Steker
ABSENT (1): Corzine
ABSTAIN (0):

D. Public Participation at Library Board Meetings and Petitions to the Board Policy

Trustee Caudill moved:

“To approve updates to library board policy 1.10 Public Participation at Library Board Meetings and Petitions to the Board with a reviewed and revised date of February 2021.”

Trustee Stanonik seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (6): Blank, Caudill, Hurst, Stamoolis, Stanonik, Steker
ABSENT (1): Corzine
ABSTAIN (0):

E. Insurance Proposals

Executive Director Rosenthal updated the Board on the insurance proposals between Kamm and LIRA. She gave the recommendation to stay with Kamm due to the longstanding history and the 8% price reduction from FY2021. The only change will be switching from a Treasurer’s Bond to Crime coverage.

The Board will make their final decision at the March 16, 2021 Regular Board Meeting.

F. American Express Reconciliation

Trustee Stamoolis moved:

“To approve net interest expense of \$16,895.96 on the Library’s American Express card.”

Trustee Hurst seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (6): Blank, Caudill, Hurst, Stamoolis, Stanonik, Steker
ABSENT (1): Corzine
ABSTAIN (0):

G. Proposed Salary Recommendations

Executive Director Rosenthal discussed the current budget and anticipated budget. She suggested a 3% increase over FY2021 salary budget for FY2022 and hold off on the increase until July 1, 2021. The Salary Budget line will be discussed further at the Finance Committee Meeting.

H. Final Per Capita Grant Standard Review for FY 20/21

Executive Director Rosenthal provided the final chapters for review and informed the Board that this will be the new format for the annual requirement for the Per Capita grant application moving forward as well.

I. Discussion of COVID-19 Response Plan

None

J. Approval of Trustee Expense Reports

None

K. Building and Grounds Critical Issues

None

**15. 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)**

16. ADJOURNMENT

At 7:36 p.m. Trustee Stamoolis moved:

“TO ADJOURN.”

Trustee Hurst seconded the motion and it carried on a unanimous voice vote of Trustees present.

AYES (6): Blank, Caudill, Hurst, Stamoolis, Stanonik, Steker

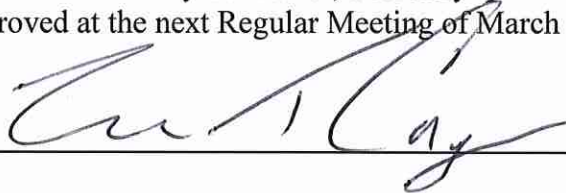
ABSENT (1): Corzine

ABSTAIN (0):



Crystal Steker, Secretary

Approved at the next Regular Meeting of March 16, 2021



Eric Corzine, President

REGULAR MEETING MINUTES

January 19, 2021

6:00 p.m. Board Room

Blended Remote (via Zoom) /

In Person Meeting at Ela Area Public Library

Members of the public can listen by phone or view/listen online to the meeting using Zoom (zoom.us). Members of the public will be able to comment via Zoom during the Public Comment period. Public comments can also be emailed to the Board via email at public.comments@eapl.org. Comments for the Meeting that are received by 1pm Tuesday, January 19th will be read during the Public Comment period.

- Please click the link below to join the webinar:
- <https://us02web.zoom.us/j/81587900129?pwd=V1BuTm4lLzdFay9jOXpCbVhJWtBsUT09>
- Passcode: 708489

- For those who want to listen via phone, please use the following telephone number:
888 475 4499 (Toll Free) or 877 853 5257 (Toll Free)
When prompted, dial Webinar ID: 815 8790 0129

1. REGULAR MEETING – CALL TO ORDER

At 6:01 p.m. President Corzine called the Regular Meeting to order.

2. ROLL CALL

Trustees present in person: Corzine

Trustees present remotely via Zoom: Blank, Caudill, Hurst, Stamoolis, Stanonik, Steker

Absent:

Staff present in person: Executive Director L. Rosenthal

Staff present via Zoom: D. Bryzelak, M. Creel, E. Christianson, N. Ziarnik, C. Pedersen, L. Sollenberger

Guest present in person:

Guest present via Zoom: S. Harrod, K. Baugher, M. Silcroft

3. PUBLIC COMMENT

None

4. ADJUSTMENTS TO THE AGENDA

5. CONSENT AGENDA

A. Approval of the Minutes of the Regular Meeting November 17, 2020

Trustee Caudill moved:

“To Approve the Consent Agenda as Presented.”

Trustee Steker seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, Stamoolis, Stanonik, Steker

ABSENT (0):

ABSTAIN (0):

6. APPROVAL OF ITEMS MOVED FROM CONSENT AGENDA

7. TRUSTEE REPORTS/COMMENTS

- Trustee Stanonik called special attention to the enthusiasm that bubbles over in the Teen librarian’s report and is proud of the Outreach Services Department and how the library services all ages of the community.
- Trustee Caudill mentioned the Legislative Meet-Up is virtual this year on February 15, 2021 and the Trustee Days will be held virtually in March, April, and May with different programming available via Zoom.
- Trustee Steker recalled her use of the curbside printing service and appreciated that this service was being offered to all patrons.
- Trustee Blank acknowledged the thought and creativity that has gone into the Activity Kits that are going out to patrons.
- Trustee Corzine recognized Kathy Caudill on her work with ILA and also recognized Erica Christianson for the “I Love My Librarian” award nomination.

8. TREASURER’S REPORT

A. September 2020

Trustee Hurst moved:

“To Approve the September 2020 Expenditures as Authorized with the Balance of the Reports To Be Filed For Audit.”

Trustee Caudill seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, Stamoolis, Stanonik, Steker

ABSENT (0):

ABSTAIN (0):

B. October 2020

Trustee Hurst moved:

“To Approve the October 2020 Expenditures as Authorized with the Balance of the Reports To Be Filed For Audit.”

Trustee Stanonik seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, Stamoolis, Stanonik, Steker

ABSENT (0):

ABSTAIN (0):

C. November 2020

Trustee Caudill moved:

“To Approve the November 2020 Expenditures as Authorized with the Balance of the Reports To Be Filed For Audit.”

Trustee Blank seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, Stamoolis, Stanonik, Steker

ABSENT (0):

ABSTAIN (0):

D. December 2020

Trustee Caudill moved:

“To Approve the December 2020 Expenditures as Authorized with the Balance of the Reports To Be Filed For Audit.”

Trustee Blank seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, Stamoolis, Stanonik, Steker

ABSENT (0):

ABSTAIN (0):

9. CORRESPONDENCE AND COMMUNICATIONS

The Communications items were made available in the Board Packet.

10. EXECUTIVE DIRECTOR’S REPORT

A. November & December 2020

Assistant Director Christianson added that the Library was the recipient of the America’s 5 Star Library Award.

B. Action Plan 2020/2021

11. STANDING COMMITTEE REPORTS

A. Building & Grounds Committee: No Report

B. Finance Committee: No Report

C. Nominating Committee: No Report

D. Personnel Committee: No Report

E. Policy Committee: No Report

F. Bylaws Committee: No Report

12. SPECIAL COMMITTEE REPORTS

13. UNFINISHED BUSINESS

14. NEW BUSINESS

A. Review of Proposed Bylaws Amendment

Trustee Caudill explained the addition needed to add clarity to section 3-37 and bullet point 4 needed revisions to remove: "The greater/lesser of" and clarify "a maximum of \$500."

B. Discussion FOIA Policy

Executive Director Rosenthal reviewed the revisions of including the name changes in section I: The Library FOIA Officers, to include Executive Director Lauren Rosenthal and Assistant Director Erica Christianson.

Trustee Blank moved:

"I move to approve updating the Library's Freedom of Information Act (FOIA) policy to reflect the Assistant Director and new Executive Director as FOIA officers with a reviewed and revised date of 1/21."

Trustee Caudill seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, Stamoolis, Stanonik, Steker

ABSENT (0):

ABSTAIN (0):

C. Discussion of Per Capita Grant Requirements for FY 20/21

Executive Director Rosenthal explained the requirements of the Per Capita Grant and informed the Board that the Department Heads are reviewing each chapter and giving an overview. Chapters 1-3 were done in November, chapters 8-12 in December and chapters 4-7 will be done in February. All will be completed prior to the March 15, 2021 deadline.

D. Discussion of COVID-19 Response Plan

Executive Director Rosenthal informed the Board that Lake County moved to Tier 2 mitigations and the Department Heads were meeting January 20, 2021 to discuss the possibility of reopening the building for grab-and-go service starting on January 25, 2021.

E. Approval of Trustee Expense Reports

Trustee Caudill moved:

"To Approve the Trustee Expense Report for \$100 to Jeanette Stanonik."

Trustee Steker seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (6): Blank, Caudill, Corzine, Hurst, Stamoolis, Steker

ABSENT (0):

ABSTAIN (1): Stanonik

F. Building and Grounds Critical Issues

- 15. **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)**

16. ADJOURNMENT

At 7:47 p.m. Trustee Hurst moved:

“TO ADJOURN.”

Trustee Caudill seconded the motion and it carried on a unanimous voice vote of Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, Stamoolis, Stanonik, Steker

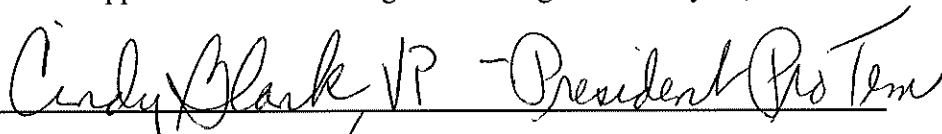
ABSENT (0):

ABSTAIN (0):



Crystal Steker, Secretary

Approved at the next Regular Meeting of February 16, 2021



Eric Corzine, President

REGULAR MEETING MINUTES

July 20, 2021

6:00 p.m. Meeting Room

Members of the public are welcome to attend in person, or you can view the meeting online via:
<https://us02web.zoom.us/j/87305016015?pwd=VkhUVTRyWGN3eEp6V3NqUzZOK0pZdz09>

- Passcode: 753502
- For those who want to listen via phone, please use the following telephone number:
888 475 4499 (Toll Free) or 877 853 5257 (Toll Free)
When prompted, dial Webinar ID: 873 0501 6015

1. REGULAR MEETING – CALL TO ORDER

At 6:00 p.m. President Steker called the Regular Meeting to order.

2. ROLL CALL

Trustees present in person: Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

Absent:

Staff present in person: Executive Director L. Rosenthal, E. Christianson, M. Povilonis, D. Bryzelak, M. Creel, C. Pedersen

Staff viewing via Zoom: M. Keegan, R. Stein

Guest present in person:

3. PUBLIC COMMENT

None

4. ADJUSTMENTS TO THE AGENDA

Move 5A from the Consent Agenda.

5. CONSENT AGENDA

B. Approval of the Minutes of the Executive Session Meeting June 15, 2021

C. Bibliotheca invoice

D. ProQuest invoice

E. Generator repair

F. Staff Discovery Day on Friday, October 22nd

Trustee Blank moved:

“To Approve the Consent Agenda Items B-F As Presented.”

Trustee Caudill seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

ABSENT (0):

ABSTAIN (0):

6. APPROVAL OF ITEMS MOVED FROM CONSENT AGENDA

A. Approval of the Minutes of the Regular Meeting June 15, 2021

Trustee Blank moved:

“To Approve the Minutes of the Regular Meeting June 15, 2021, with corrections as noted.”

Trustee Corzine seconded the motion and it carried on a unanimous voice vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

ABSENT (0):

7. TRUSTEE REPORTS/COMMENTS

A. EAPL Committee Assignments FY2022

Trustee Caudill moved:

“To Approve the addition of Mary Silcroft as the RAILS Liaison.”

Trustee Corzine seconded the motion and it carried on a unanimous voice vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

ABSENT (0):

Trustee Blank commented on how her email had been hacked and is still not getting emails. She was appreciative of all the help IT provided her during the process.

Trustee McCauley thought the science website Zoonivers.org mentioned in the teen librarian’s report was fascinating and was excited to share it with her children.

8. TREASURER’S REPORT

A. June 2021

Trustee Caudill moved:

“To Approve the June 2021 Expenditures As Authorized With The Balance Of The Reports To Be Filed For Audit.”

Trustee Blank seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

ABSENT (0):

ABSTAIN (0):

Because the Library is switching from Modified Cash to Modified Accrual accounting, the June Treasurer’s Report includes both reports from QuickBooks using cash, and from the new MIP fund software using accrual. Executive Director Rosenthal explained the differences between the two sets of reports and how adjustments will be reported moving forward. The biggest change will be in how the Balance Sheet is presented: fund balance from FY2019 and FY2020 only included Cash and Investment assets: fund balance from FY2021 includes receivables, prepaids, and payables. We believe using Modified Accrual will more accurately portray fund balances and result in fewer erroneous tax objection lawsuits.

9. CORRESPONDENCE AND COMMUNICATIONS

The communications folder was made available to the Trustees at the meeting.

10. EXECUTIVE DIRECTOR'S REPORT

A. Technology Audit – presentation by IT Manager Chris Pedersen

IT Manager Chris Pedersen described the technology audit and the four-year plan to bring the Library's technology up to date.

B. June 2021

C. Action Plan 2020-2021 Review

D. Investment Strategies

Executive Director Rosenthal discussed varying strategies for investing reserve funds: Inland Bank, Illinois Funds, and Ehlers Investments. She evaluated all options and showed the Trustees that Ehlers is giving the best return at this time but wanted to call attention to the market adjustment that the new modified accrual accounting takes into consideration.

11. STANDING COMMITTEE REPORTS

A. Building & Grounds Committee: No Report

B. Finance Committee: No Report

C. Nominating Committee: No Report

D. Personnel Committee: No Report

E. Policy Committee: No Report

F. Bylaws Committee: No Report

G. Executive Director Review Committee: No Report

12. SPECIAL COMMITTEE REPORTS

13. UNFINISHED BUSINESS

14. NEW BUSINESS

A. 21-07-01 Tentative Budget and Appropriation Ordinance

Executive Director Rosenthal described the purpose of the tentative B & A. Following the Board's approval of the FY2022 Working Budget in June, the next step on the fiscal calendar is approval of the FY2022 B&A. The B&A outlines the objects and purposes of expenditures and specifies the maximum amount which can be legally expended by the Library in the current Fiscal Year if sufficient funds are available. Prior to passage of a Final B&A, a public hearing must be held. That hearing is set for Tuesday, September 21, 2021 at 6:00 pm. A draft of the B&A, known as the Tentative B&A, must be available to the public for a minimum of 30 days prior to the hearing. Following tonight's meeting; the document will be available both on the library's website and on the public notice bulletin board at the front of the Library. Approval of the Tentative B&A only approves the amounts for posting and is not final approval of the ordinance, which will only happen after the hearing. Amounts in the final B&A ordinance can be adjusted to the board at the hearing and before final adoption.

Trustee Caudill moved:

“To Approve Ordinance 21-07-01 Tentative Budget and Appropriation in the amount of \$6,864,060 for Fiscal Year 2021-2022 as presented.”

Trustee Blank seconded the motion and it carried on a unanimous voice vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

ABSENT (0):

ABSTAIN (0):

B. Accept IPLAR

Executive Director Rosenthal explained that The Illinois Public Library Annual Report (IPLAR) must be filed electronically by August 31, 2021. The last step in filing is having the Board President and Board Secretary certify that they agree with the following statement:

“This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.”

Trustee Corzine moved:

“To approve the IPLAR for fiscal year 2021 with amendments as noted.”

Trustee Hurst seconded the motion and it carried on a unanimous voice vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

ABSENT (0):

ABSTAIN (0):

C. Appointment of Two Board Members to audit 2021/2022 Meeting Minutes

Before the FY2021 Illinois Public Library Annual Report (IPLAR) can be submitted, two trustees must perform the Secretary’s Audit. Last year Trustees Blank and Steker completed the audit. The IPLAR is due 8/31/2021 so completion of the Secretary’s Audit should be done before audit.

Trustees Kathy Caudill and Mary Silcroft volunteered to audit the minutes.

D. Staff Usage of Library Electronic & Communication Systems

Executive Director Rosenthal explained The Staff Usage of Library Electronics’ policy was drafted by Ancel-Glink a few years ago and was reviewed by them this month. They do not recommend any revisions needed to the policy.

Trustee Caudill moved:

“To approve library board policy 2.12 Staff Usage of Library Electronics & Communication Systems with no changes.”

Trustee Hurst seconded the motion and it carried on a unanimous voice vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

ABSENT (0):

ABSTAIN (0):

E. Social Media Policy

Executive Director Rosenthal detailed Ancel-Glink's revisions to bring the Library's Social Media policy completely up to date with current law.

Trustee Caudill moved:

"To approve library board policy 2.13 Social Media with a reviewed and revised date of 7/2021."

Trustee Corzine seconded the motion and it carried on a unanimous voice vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

ABSENT (0):

ABSTAIN (0):

F. Investment Policy

Executive Director Rosenthal explained that Lake County earned an amazing amount of interest last year, \$9.7M and she asked our investment company Ehlers if we're able to employ the same strategies. They informed her the Illinois Public Funds Act enables units of government to invest in corporate bonds and municipal bonds of other units of government, which may enable us to earn higher rates of return. However, our current Investment Policy only lists 4 of the 6 permitted investments in the Illinois Public Funds Act. In an effort to include the additional 2 investment options, Executive Director Rosenthal restructured and revised the Policy to include Procedures (which the Policy language said we would include but hadn't yet) and moved language around.

Trustee Blank moved:

"To approve library board policy 1.12 Investment Policy with a reviewed and revised date of 7/2021."

Trustee McCauley seconded the motion and it carried on a unanimous voice vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

ABSENT (0):

ABSTAIN (0):

G. Whistleblower Policy

The Lake County State's Attorney sent a letter asking units of government to appoint an "auditing official" in compliance with new whistleblower legislation. The Executive Director is the recommended choice as the "auditing official." The responsibilities set out in the Act are already the Director's responsibilities. Ancel-Glink sent the recommended whistleblower policy to comply with the new requirement

Trustee Caudill moved:

“To approve the addition of 2.11 Whistleblower Policy with an effective date of 7/2021.”

Trustee Blank seconded the motion and it carried on a unanimous voice vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

ABSENT (0):

ABSTAIN (0):

H. Remote Work

Executive Director Rosenthal explained that we recognize that there are times when employees might benefit from work-from-home arrangements. She suggested changes to the Employee Handbook to include these adjustments and the changes were reviewed by legal counsel.

Trustee Caudill moved:

“To approve updates to the Employee Handbook section 4.10 Working from Home.”

Trustee Corzine seconded the motion and it carried on a unanimous voice vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

ABSENT (0):

ABSTAIN (0):

I. Approval of Trustee Expense Reports (Action)

J. Building and Grounds Critical Issues (Action)

15.

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)

16. ADJOURNMENT

At 8:00 p.m. Trustee Silcroft moved:

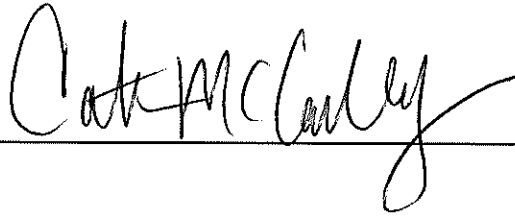
“TO ADJOURN.”

Trustee Hurst seconded the motion and it carried on a unanimous voice vote of Trustees present.

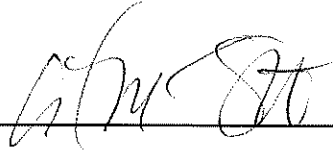
AYES (7): Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

ABSENT (0):

ABSTAIN (0):



Cathy McCauley, Secretary
Approved at the next Regular Meeting of September 21, 2021



Crystal Steker, President

REGULAR MEETING MINUTES

July 21, 2020

6:00 p.m.

**Blended Remote (via Zoom) /
In Person Meeting at Ela Area Public Library**

Members of the public can listen by phone or view/listen online to the meeting using Zoom (zoom.us). Members of the public will be able to comment via Zoom during the Public Comment period. Public comments can also be emailed to the Board via email at public.comments@eapl.org. Comments for the Meeting that are received by 1pm Tuesday, July 21st will be read during the Public Comment period.

- Please click the link below to join the webinar:
<https://us02web.zoom.us/j/83446347940?pwd=UUFqS3Awa2R2TUZ2TWwrVUtWRmVMZz09>
Password: 855853
- For those who want to listen via phone, please use the following telephone number:
888 475 4499 (Toll Free) or 877 853 5257 (Toll Free)
When prompted, dial Webinar ID: 834 4634 7940

1. REGULAR MEETING – CALL TO ORDER

At 6:03 p.m. President Corzine called the Regular Meeting to order.

2. ROLL CALL

Trustees present in person: Corzine, Caudill, Fuller, Steker

Trustees present remotely via Zoom: Blank, Hurst, Stamoolis

Absent:

Staff present in person: Interim Executive Director Christianson, N. Ziarnik

Staff present via Zoom: D. Bryzelak, M. Creel, S. Hyson, C. Pederson, C. Wagner

Guest present via Zoom: S. Harrod, Tami Olszewski, Ehlers Public Finance Advisors

3. PUBLIC COMMENT : NONE

(Handwritten initials)

4. ADJUSTMENTS TO THE AGENDA

To move **14A. Tami Olszewski, Senior Investment Advisor, Ehlers Public Finance Advisors, 14B. Discussion of Investment, 11G. Executive Director Search Committee of the Whole and 15 A. Executive Session For The Discussion Of Personnel Matters 5ILCS 120/2(c)(1)** to before the Consent agenda, with 14A. and 14B. coming first, then 11G. and 15A.

14A. Tami Olszewski, Senior Investment Advisor, Ehlers Public Finance Advisors

T. Olszewski explained the Library's relationship with Ehlers Public Finance Advisors and the Investment Summary that she provided the Board members.

14B. Discussion of Investment Policy

T. Olszewski explained the noted changes made by Ehlers and the Library Attorneys. The Board discussed the revised Investment Policy and noted the following changes.

- **Page 3, paragraph after collateral/ depository agreements shall read:**
The Treasurer or the Executive Director, at the direction of the majority of the Finance Committee, or in the absence of the majority of the Finance Committee as directed by the Board, shall be authorized to move funds from one designated investment to another in order to meet operating needs or Investment Policy objectives.

The transactions approved by the Finance Committee shall be included in the following month's Treasurer's Report, to be reviewed and approved by the Board as part of that month's Treasurer's Report.

- **Page 4, remove section 5 entirely.**
- **Obtain more information on page 6, bullet point number 4.**

All changes to be made and reviewed by the Library Attorneys and presented again at the September meeting.

11G. Executive Director Search Committee of the Whole

At 7:21 p.m., Trustee Caudill moved:

“To Go into Executive Session for The Discussion Of Personnel Matters 5ILCS 120/2 (c)(1).”

Trustee Stamoolis seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Fuller, Hurst, Stamoolis, Steker

ABSENT (0):

ABSTAIN (0):

At 8:51 p.m., the Board returned to open session. President Corzine called the open session to order.

The following Trustees were present in person: Corzine, Caudill, Fuller, Steker

Trustees present remotely via Zoom: Blank, Hurst, Stamoolis

Absent:

Staff present in person: Interim Executive Director Christianson, N. Ziarnik

Staff present via Zoom: D. Bryzelak, M. Creel, S. Hyson, C. Pederson, C. Wagner

Guest present via Zoom: S. Harrod

5. CONSENT AGENDA

- A. Approval of the Minutes of the Regular Meeting June 16, 2020 (Document)**
- B. Approval of the Minutes of the Executive Session Meeting June 16, 2020 (Document)**
- C. Approval of the Minutes of the Executive Director Search Committee Meeting June 23, 2020 (Document)**
- D. Approval of the Minutes of the Executive Session Meeting June 23, 2020 (Document)**
- E. Approval of the Minutes of the Executive Director Search Committee Meeting June 30, 2020 (Document)**
- F. Approval of the Minutes of the Executive Session Meeting June 30, 2020 (Document)**
- G. Approval of the Minutes of the Executive Director Search Committee Meeting July 1, 2020 (Document)**
- H. Approval of the Minutes of the Executive Session Meeting July 1, 2020 (Document)**
- I. Approval of the Minutes of the Executive Director Search Committee Meeting July 2, 2020 (Document)**
- J. Approval of the Minutes of the Executive Session Meeting July 2, 2020 (Document)**
- K. Approval of the Minutes of the Executive Director Search Committee Meeting July 7, 2020 (Document)**
- L. Approval of the Minutes of the Executive Session Meeting July 7, 2020 (Document)**

Trustee Caudill moved:

“To Approve the Consent Agendas A-L.”

Trustee Hurst seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Fuller, Hurst, Stamoolis, Steker

ABSENT (0):

ABSTAIN (0):

6. APPROVAL OF ITEMS MOVED FROM CONSENT AGENDA

None

7. TRUSTEE REPORTS/COMMENTS

Trustee Fuller announced to the Board that this was his last meeting. He sold his home and will be moving to Charlotte, North Carolina. He left the meeting at 8:56 p.m.

Trustee Caudill informed the Board that she attended the ALA Virtual Conference and would provide a list summary of the items she viewed if any of the Board Members would like a copy of it. She also let the Board know that the ILA conference will be virtual in October as well.

8. TREASURER’S REPORT

A. June 2020

Trustee Caudill moved:

“To Approve the June 2020 Expenditures as Authorized with the Balance of the Reports to Be Filed For Audit.”

Trustee Hurst seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (6): Blank, Caudill, Corzine, Hurst, Stamoolis, Steker

ABSENT (1): Fuller

ABSTAIN (0):

9. CORRESPONDENCE AND COMMUNICATIONS

None

10. EXECUTIVE DIRECTOR’S REPORT

A. June 2020

Interim Executive Director Christianson provided upcoming deadlines to the Board:

- **IPLAR Report (9/2020)**
- **TIF Joint Review Board Meeting is August 26th at 10:00 a.m.**
Trustee Stamoolis and Trustee Hurst mentioned they would both like to attend.

Interim Executive Director Christianson also encouraged the Board to sign up for the E-Newsletter if they haven’t already done so.

The Library will be participating in the Chamber of Commerce Bingo Board encouraging the community to check out local businesses.

The parking lot repairs are complete.

The window replacement project has been underway for the last two weeks.

Interim Director Christianson provided insight into the reopening process for the Library including staff training and safety protocols. The Library accommodated more than 300 in person patrons in the first two weeks. Feedback has been overwhelming positive

B. Action Plan 2019-2020 Review

Interim Executive Director Christianson went through the 2019-2020 Action Plan, highlighted items to discuss with the new 2020/2021 Action Plan and which items were successfully completed last year. She also informed the Board about which items were disrupted due to COVID and Matt Womack’s departure.

The remainder of this topic will be moved to the September meeting.

11. STANDING COMMITTEE REPORTS

A. Building & Grounds Committee: No Report

B. Finance Committee: No Report

C. Nominating Committee: No Report

- D. Personnel Committee: No Report**
- E. Policy Committee: No Report**
- F. Bylaws Committee: No Report**

12. SPECIAL COMMITTEE REPORTS

None

13. UNFINISHED BUSINESS

14. NEW BUSINESS

C. Appointment of Two Board Members to Audit 2019/2020 Meeting

Minutes

Trustee Blank and Trustee Steker were appointed to audit the 2019/2020 Meeting Minutes. They plan to complete the audit prior to the September 2020 Meeting.

D. Discussion of 20-21 Action Plan

This item was moved to the September agenda.

E. Discussion of Executive Director Staff Recognition Allocation

The Board discussed the bonuses that were dispersed to the staff. President Corzine recommended creating a policy for handling bonuses in the future. A meeting with the Policy Committee to draft this new policy will take place prior to the September meeting so the Committee can present it then.

Trustee Stamoolis moved:

“To Suspend Staff Recognition Allocations Until the Board Establishes a Policy.”

Trustee Hurst seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (6): Blank, Caudill, Corzine, Hurst, Stamoolis, Steker

ABSENT (1): Fuller

ABSTAIN (0):

F. Discussion of COVID-19 Response Plan

Interim Executive Director Christianson provided insight as to how the opening has gone for the Library over the past two weeks.

She also recommended that the Board move to start paying the staff for worked time.

Trustee Caudill moved:

“To Resume Paying Staff for Their Actual Working Hours Beginning the First Pay Period in August.”

Trustee Stamoolis seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (6): Blank, Caudill, Corzine, Hurst, Stamoolis, Steker

ABSENT (1): Fuller

ABSTAIN (0):

Interim Executive Director Christianson also asked that the Board lift the hiring restrictions so the Library can fill some newly vacant positions.

Trustee Caudill moved:

“To Lift the Hiring Freeze to Fill Current Existing Positions as They Become Vacant on a Case by Case Basis.”

Trustee Blank seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (6): Blank, Caudill, Corzine, Hurst, Stamoolis, Steker

ABSENT (1): Fuller

ABSTAIN (0):

- G. Discussion of Annual Preventing Discrimination & Harassment Training for Board**
President Corzine suggested the Board be in line with the Library Staff by completing the same Annual Preventing Discrimination and Harassment Training prior to the September meeting.

Trustee Caudill moved:

“That the Board Would Complete the Annual Preventing Discrimination & Harassment Training That the Staff Completed.”

Trustee Stamoolis seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (6): Blank, Caudill, Corzine, Hurst, Stamoolis, Steker

ABSENT (1): Fuller

ABSTAIN (0):

- H. Discussion to Authorize Compensation to Interim Executive Director for COVID Efforts**

President Corzine wanted everyone to know how much the Board appreciated all the work Interim Executive Director Christianson has done in handling the COVID crisis and how impressed they are at her communication and level of detail she provides the Board.

Trustee Blank moved:

“To Approve a \$2500 Bonus for Interim Executive Director Erica Christianson.”

Trustee Stamoolis seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (6): Blank, Caudill, Corzine, Hurst, Stamoolis, Steker

ABSENT (1): Fuller

ABSTAIN (0):

- I. Approval of Trustee Expense Reports**

None

J. Building and Grounds Critical Issues

None

15.

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)

16. ADJOURNMENT

At 11:23 p.m. Trustee Hurst moved:

“TO ADJOURN.”

Trustee Caudill seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (6): Blank, Corzine, Caudill, Hurst, Stamoolis, Steker

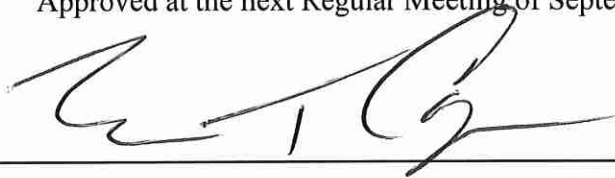
ABSENT (1): Fuller

ABSTAIN (0):



Crystal Steker, Secretary

Approved at the next Regular Meeting of September 15, 2020



Eric Corzine, President

REGULAR MEETING MINUTES

June 15, 2021

6:00 p.m. Meeting Room

Members of the public are welcome to attend in person, or you can view the meeting online via:
<https://us02web.zoom.us/j/81868253169?pwd=aTg4TnFINVV6bjNnb0xSZ1R3TGU5dz09>

- Passcode: 033629
- For those who want to listen via phone, please use the following telephone number:
888 475 4499 (Toll Free) or 877 853 5257 (Toll Free)
When prompted, dial Webinar ID: 818 6825 3169

1) REGULAR MEETING – CALL TO ORDER

At 6:00 p.m. President Steker called the Regular Meeting to order.

2) ROLL CALL

Trustees present in person: Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

Absent:

Staff present in person: Executive Director L. Rosenthal, M. Povilonis, D. Bryzelak

Staff viewing via Zoom: C. Pedersen, C. Wagner, N. Ziarnik, M. Keegan, V. Stern

Guest present in person:

Guest viewing via Zoom:

3) PUBLIC COMMENT

None

4) ADJUSTMENTS TO THE AGENDA

None

5) CONSENT AGENDA

- a) Approval of the Minutes of the Regular Meeting May 18, 2021**
- b) NSDC / Overdrive invoice**
- c) Technology Use Policy**

Trustee Caudill moved:

“To Approve The Consent Agenda As Presented.”

Trustee Blank seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

ABSENT (0):

ABSTAIN (0):

6) APPROVAL OF ITEMS MOVED FROM CONSENT AGENDA

7) **TRUSTEE REPORTS/COMMENTS**

Trustee Blank commented that the parking lot looks great after the repaving and striping project.

President Steker said she appreciated Trustee Silcroft for accepting the role of RAILS Liaison. She also mentioned she was inspired by the BAJA SAE Race Team and thanked Executive Director Rosenthal for the coordination of the Off-Road Vehicle Road Race Demo that took place on June 5, 2021, at the library.

Trustee Hurst attended the backyard birds program and enjoyed it. She also loves the Stress Less Kits and feels like it is a gift each time she picks one up.

Trustee McCauley spoke about the details of the Ela Peace Project that is taking place in Lake Zurich. The intent of the project is to erect a Peace Pole with the message "may peace prevail on Earth" through the help of donations. The Peace Pole will be built next to the Ela Historical Society Museum.

8) **TREASURER'S REPORT**

a) **May 2021**

Trustee Caudill moved:

"To Approve the May 2021 Expenditures As Authorized With The Balance Of The Reports To Be Filed For Audit."

Trustee Corzine seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

ABSENT (0):

ABSTAIN (0):

9) **CORRESPONDENCE AND COMMUNICATIONS**

The communications folder was made available to the Trustees at the meeting.

10) **EXECUTIVE DIRECTOR'S REPORT**

a) **May 2021**

b) **Training Hours**

c) **Action Plan (2020/2021)**

Executive Director Rosenthal updated her report to share that the Library received the anticipated refund of \$1,797 as a result of the Worker's Compensation audit in May. She reported that the annual Performance Evaluation process has been completed for FY2021, with raises scheduled to begin in July pending approval of the FY2022 Working Budget.

She also informed the Board of her goal to highlight the Board of Trustees in the September edition of Footnotes. The focus will be to inform the taxpayers of all the fiscal decisions that have been made on their behalf showing a continued pattern of fiscal responsibility.

Trustees were polled to determine the need for laptops for every trustee at the meeting, since paper copies of the board packet are available already. Some trustees bring their own equipment so it was determined that future meetings will include 3 laptops only.

11) STANDING COMMITTEE REPORTS

- a) **Building & Grounds Committee: No Report**
- b) **Finance Committee: No Report**
- c) **Nominating Committee: No Report**
- d) **Personnel Committee: No Report**
- e) **Policy Committee: No Report**
- f) **Bylaws Committee: No Report**
- g) **Executive Director Review Committee: No Report**

12) SPECIAL COMMITTEE REPORTS

13) UNFINISHED BUSINESS

14) NEW BUSINESS

a) **FY2021-2022 Working Budget**

Executive Director Rosenthal reviewed the budget process from first finance committee meeting to today and reviewed the packet documents that provided a summary of the working budget that was provided at the last meeting.

Trustee Blank moved:

“To Approve the FY2022 Working Budget In The Amount of \$6,442,408.94.”

Trustee Caudill seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

ABSENT (0):

ABSTAIN (0):

b) **Site & Building Fund Levy Ordinance 21-06-01**

Executive Director Rosenthal described in detail the purpose of this ordinance and reiterated that the use of the word “additional” is the required ordinance language but can be misleading, because while the levy is designated as a specific use for the library building and equipment, these revenues are subject to PTELL and are included in the total levy amount that is legally permissible. She wanted to make it clear that this is not an additional tax and by deciding to levy an additional amount into Site and Building, would mean we must reduce the amount being levied into the other funds by that same amount.

Trustee Corzine moved:

“To Approve Ordinance NO. 21-06-01 To Levy An Additional Tax Of .02 Percent Of The Value Of All Taxable Property In The District For The Purchase Of Sites And Buildings, The Construction And Equipment Of Buildings, The Rental Of

Buildings Required For Library Purposes, And Maintenance, Repairs, And Alterations Of Library Building And Equipment For The Fiscal Year 2021/2022.”

Trustee Caudill seconded the motion and it carried on a majority roll call vote of all Trustees present.

AYES (6): Blank, Caudill, Corzine, McCauley, Silcroft, Steker

NAYES (1): Hurst

ABSENT (0):

ABSTAIN (0):

c) Ordinance Authorizing Transfer of Funds to Special Reserve Fund 21-06-02

Executive Director Rosenthal reiterated our Policy specifies the library should maintain no less than 3 months and no more than 12 months of balance in the General Fund at the end of the fiscal year, and she worked with Treasurer Blank to determine the amount of the transfer. Based on the balance as of 6/30/2020 and projected balance on 6/30/2021, it is recommended that \$1,500,000 be transferred from the General Fund to the Special Reserve Fund to be used for future capital projects.

Trustee Caudill moved:

“To Approve Ordinance NO. 21-06-02 Authorizing the Transfer of \$1,500,000 From The General Fund To The Special Reserve Fund.”

Trustee Blank seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

ABSENT (0):

ABSTAIN (0):

d) Amended B&A Ordinance

Executive Director Rosenthal explained as the library ends this fiscal year there are some areas where expenditures are expected to exceed the appropriated amounts, and other areas that underspend, so by filing the amended B&A ordinance enables the library to update the appropriated areas so actuals comply with fiscal year 2021.

Trustee Corzine moved:

“To Approve Ordinance NO. 21-06-03 Amending the Appropriation Ordinance For The Fiscal Year Beginning July 1, 2020 And Ending On June 30, 2021.”

Trustee Caudill seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

ABSENT (0):

ABSTAIN (0):

e) Cleaning Contract

Trustee Blank moved:

“To Authorize The Executive Director To Enter Into An Agreement With SP and Son Building Services Corp For Cleaning Services In the Amount of \$3,400 Per Month.”

Trustee Hurst seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

ABSENT (0):

ABSTAIN (0):

f) Revised Note 8 to FY2020 Audit

Executive Director Rosenthal informed the Board that the new language in Note 8 of the 2020 audit more accurately reflects what took place.

Trustee Hurst moved:

“To Accept The Revised FY2020 Audit, With Expanded Language In Note 8.”

Trustee Corzine seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

ABSENT (0):

ABSTAIN (0):

g) Updates to the Employee Handbook

Executive Director Rosenthal outlined the proposed changes and described that there were not substantial changes but now closely adheres to the procedures being followed.

Trustee Caudill moved:

“To Approve Updates To The Employee Handbook As Presented In Exhibit 14.G.”

Trustee Blank seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

ABSENT (0):

ABSTAIN (0):

h) Board Self Evaluation

Trustee Corzine led the discussion on the results of the Board Evaluations. It was agreed that Executive Director Rosenthal would add legislative issues to her monthly report to the Board based on question 6 of the evaluation. The Board agreed to remove question 8 from the evaluation due to their plan for recruiting quality people to run for the Board. The Board also agreed to remove question 51.

i) Approval of Trustee Expense Reports

None

j) Building and Grounds Critical Issues

None

15) EXECUTIVE SESSION

a) EXECUTIVE SESSION FOR THE DISCUSSION OF PERSONNEL MATTERS BY 5 ILCS 120/2(c)(1)

At 7:38 p.m., Trustee Blank moved:

“To Go Into Executive Session For The Discussion Of Personnel Matters 5ILCS 120/2 (c)(1).”

Trustee Caudill seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

ABSENT (0):

ABSTAIN (0):

At 8:25 p.m., the Board returned to open session. President Steker called the open session to order.

The following Trustees were present in person: Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

Absent:

Staff present in person: Executive Director Rosenthal

Staff viewing via Zoom: C. Pedersen

Guest viewing via Zoom:

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)

16) NEW BUSINESS (CONTINUED)

a) Executive Director Compensation

Trustee Caudill moved:

“To Approve The Annual Merit Increase And Compensation Effective July 1, 2021, For Executive Director Lauren Rosenthal As Determined By Board Consensus In Executive Session.”

Trustee Corzine seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

ABSENT (0):

ABSTAIN (0):

17) ADJOURNMENT

At 8:26 p.m. Trustee Hurst moved:

“TO ADJOURN.”

Trustee Blank seconded the motion and it carried on a unanimous voice vote of Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

ABSENT (0):

ABSTAIN (0):



Cathy McCauley, Secretary

Approved at the next Regular Meeting of July 20, 2021



Crystal Steker, President

REGULAR MEETING MINUTES

June 16, 2020

6:00 p.m.

**Blended Remote (via Zoom) /
In Person Meeting at Ela Area Public Library**

Members of the public can listen by phone or view/listen online to the meeting using Zoom (zoom.us). Members of the public will be able to comment via Zoom during the Public Comment period. Public comments can also be emailed to the Board via email at public.comments@eapl.org. Comments for the Meeting that are received by 1pm Tuesday, June 16th will be read during the Public Comment period.

- Please click the link below to join the webinar:
<https://us02web.zoom.us/j/85655074018?pwd=c2xadTBPT3lnUWJxVHdBcXBxZXJlQ09>
Password: 623635
- For those who want to listen via phone, please use the following telephone number:
888 475 4499 (Toll Free) or 877 853 5257 (Toll Free)
When prompted, dial Webinar ID: 856 5507 4018

1. REGULAR MEETING – CALL TO ORDER

At 6:00 p.m. President Corzine called the Regular Meeting to order.

2. ROLL CALL

Trustees present in person: Blank, Caudill, Corzine, Stamoolis,

Trustees present remotely via Zoom: Hurst, Steker

Absent: Fuller (arrived via Zoom at 6:20p.m.)

Staff present in person: Interim Executive Director Christianson, S. Hyson,

Staff present via Zoom: D. Bryzelak, M. Creel, N. Ziarnik, C. Pederson, C. Wagner

Guest present via Zoom: Mary Cherry from HR Source and Mona Lisa

3. PUBLIC COMMENT

None

4. ADJUSTMENTS TO THE AGENDA

To move **14 A. Executive Director Search** and **15 A. Executive Session For The Discussion Of Personnel Matters 5ILCS 120/2(c)(1)** to before the Consent agenda with 15A coming first.

At 6:04 p.m., Trustee Blank moved:

“To Go into Executive Session For The Discussion Of Personnel Matters 5ILCS 120/2 (c)(1).”

Trustee Steker seconded the motion and it carried on a roll call vote.

AYES (6): Blank, Caudill, Corzine, Hurst, Stamoolis, Steker

ABSENT (1): Fuller

ABSTAIN (0):

At 7:12 p.m., the Board returned to open session. President Corzine called the open session to order. The following Trustees were present in person: Blank, Caudill, Corzine, Stamoolis, Trustees present remotely via Zoom: Hurst, Fuller, Steker
Staff present in person: Interim Executive Director Christianson, S. Hyson,
Staff present via Zoom: D. Bryzelak, M. Creel, N. Ziarnik, C. Pederson, C. Wagner, G. Vafai
Guest present via Zoom: Scott Harrod

14A. Executive Director Search

Executive Director Search Committee will meet Tuesday, June 23, 2020 at 6:00 p.m. to discuss the interview process.

5. CONSENT AGENDA

A. Approval of the Minutes of the Regular Meeting May 19, 2020

B. Approval of the Minutes of the Personnel Committee Meeting June 9, 2020

Trustee Blank moved:

“To Approve the Consent Agenda As Presented.”

Trustee Stamoolis seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Fuller, Hurst, Stamoolis, Steker

ABSENT (0):

ABSTAIN (0):

6. APPROVAL OF ITEMS MOVED FROM CONSENT AGENDA

None

7. TRUSTEE REPORTS/COMMENTS

- President Corzine read Ancel Glink’s Municipal Minute regarding remote meetings and the Open Meetings Act.
- Trustee Stamoolis suggested authorizing Interim Executive Director Christianson to be a given bonus for extra efforts during closure. This will be added to the July agenda. He mentioned he was glad the drive-thru was open. He was a beneficiary of a hold he was waiting on. He also attended Annette Isaac’s Zoom presentation and it was a great option.
- Trustee Hurst mentioned the digital book club and thought it was a fantastic idea and something that can be continued in the future.

8. TREASURER’S REPORT

A. May 2020

Trustee Blank moved:

“To Approve the May 2020 Expenditures as Authorized with the Balance of the Reports to Be Filed For Audit.”

Trustee Caudill seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Fuller, Hurst, Stamoolis, Steker

ABSENT (0):

ABSTAIN (0):

9. CORRESPONDENCE AND COMMUNICATIONS

None

10. EXECUTIVE DIRECTOR’S REPORT

Interim Executive Director Christianson notified the Board that John Carranza has been monitoring the condition of the windows and there are 43 windows that have broken seals and the gas has leaked. They are under warranty and that covers 50 percent of the window fee. So, to replace all 43 windows and install them, the cost would be about \$14,000.

CCS provided an update and RAILS recommended a 7-day quarantine for all returned materials. After the 7 days, it will then be passed through the sorter and checked back in. July 8, 2020 there is a CCS governing board meeting to discuss resource sharing.

Interim Executive Director Christianson informed the Board that Outreach began book delivery services to the Outreach locations and conducted a virtual Memory Café. Christy Wagner described the success of the event and that they are set up for future Memory Café’s through December.

Interim Executive Director Christianson also mentioned that the managers are working to clean up holes in the statistical report now that they have access to the building again.

11. STANDING COMMITTEE REPORTS

A. Building & Grounds Committee: No Report

B. Finance Committee: No Report

C. Nominating Committee: No Report

D. Personnel Committee: Report

Trustee Hurst mentioned that the compensation section of the employee handbook that will be discussed later in the meeting should be 3.7 and not 3.8.

She informed the Board that they had a great meeting and were able to discuss changes that will be voted on later.

E. Policy Committee: No Report

F. Bylaws Committee: No Report

G. Executive Director Search Committee of the Whole: No Report

12. SPECIAL COMMITTEE REPORTS

None

13. UNFINISHED BUSINESS

14. NEW BUSINESS

B. Discussion of the Employee Handbook

Trustee Steker moved:

“To Approve the changes to the Employee Handbook Sections 3.7 and 3.15 as Presented.”

Trustee Blank seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Fuller, Hurst, Stamoolis, Steker

ABSENT (0):

ABSTAIN (0):

C. Discussion of FY 2020/2021 Working Budget

Trustee Blank moved:

“To Approve the Proposed FY 2020/2021 Working Budget.”

Trustee Caudill seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Fuller, Hurst, Stamoolis, Steker

ABSENT (0):

ABSTAIN (0):

D. Semi-Annual Review of all Executive Session Minutes

Trustee Blank moved:

“That All the Closed Executive Session Minutes Remain Closed.”

Trustee Stamoolis seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Fuller, Hurst, Stamoolis, Steker

ABSENT (0):

ABSTAIN (0):

E. Discussion of Board Self Evaluation

Trustee Caudill commented positively on the fact that Board conducts regular self-evaluations.

The Board agreed to use the Board Self Evaluation form used last year and to complete their forms by July 6th.

Trustee Steker is going to provide an online version of this document for ease of submission.

F. Building Site and Maintenance Levy Ordinance 20-06-01

Trustee Caudill moved:

“To Approve Ordinance NO. 20-06-01 Ordinance Determining To Levy an Additional Tax of .02 Percent of The Value of All Taxable Property in the District for The Purchase of Sites and Buildings, The Construction and Equipment of Buildings, The Rental of Buildings Required for Library Purposes, And Maintenance, Repairs, And Alterations of Library Building and Equipment for The Fiscal Year 2021/2022.”

Trustee Blank seconded the motion and it carried on a majority roll call vote of all Trustees present.

AYES (6): Blank, Caudill, Corzine, Fuller, Stamoolis, Steker
NAYES (1): Hurst
ABSENT (0):
ABSTAIN (0):

G. Ordinance Authorizing Transfer of Funds to Special Reserve Fund 20-06-02

Trustee Stamoolis moved:

“To Approve Ordinance NO. 20-06-02 Ordinance Authorizing Transfer of Funds to Special Reserve Fund.”

Trustee Caudill seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Fuller, Hurst, Stamoolis, Steker
ABSENT (0):
ABSTAIN (0):

H. Discussion of COVID-19 Response Plan

Interim Executive Director Christianson discussed the re-opening plan and how the Library is moving into the next Target Stage.

- Drive-up window will begin Saturday service starting June 27th.
- Stage 2 launch date is set with a goal date of July 6, 2020.
- Discussed staff compensation due to closure.

Trustee Caudill moved:

“To Accept the Interim Executive Director’s recommendation to continue to pay the Library staff for their regularly scheduled hours through July 31, 2020.”

Trustee Blank seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Fuller, Hurst, Stamoolis, Steker
ABSENT (0):
ABSTAIN (0):

Trustee Caudill moved:

“To Authorize our Interim Executive Director to proceed with steps necessary to implement Stage 2 of the Covid Response Plan, on or before July 6, 2020.

Trustee Blank seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Fuller, Hurst, Stamoolis, Steker
ABSENT (0):
ABSTAIN (0):

I. Approval of Trustee Expense Reports

Trustee Stamoolis moved:

“To Approve the Trustee Expense Report for Trustee Caudill’s ALA 2020 Virtual Conference Registration in The Amount Of \$60.00.”

Trustee Blank seconded the motion and it carried on a roll call vote of all Trustees present.

AYES (6): Blank, Corzine, Fuller, Hurst, Steker, Stamoolis

ABSENT (0):

ABSTAIN (1): Caudill

J. Building and Grounds Critical Issues

None

15. 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)

16. ADJOURNMENT

At 9:37 p.m. Trustee Blank moved:

“TO ADJOURN.”

Trustee Stamoolis seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Corzine, Caudill, Fuller, Hurst, Stamoolis, Steker

ABSENT (0):

ABSTAIN (0):



Crystal Steker, Secretary

Approved at the next Regular Meeting of July 21, 2020



Eric Corzine, President

REGULAR MEETING MINUTES**March 16, 2021****6:00 p.m. Board Room****Blended Remote (via Zoom) /****In Person Meeting at Ela Area Public Library**

Members of the public can listen by phone or view/listen online to the meeting using Zoom (zoom.us). Members of the public will be able to comment via Zoom during the Public Comment period. Public comments can also be emailed to the Board via email at public.comments@eapl.org. Comments for the Meeting that are received by 1pm Tuesday, March 16th will be read during the Public Comment period.

- Please click the link below to join the webinar:
- <https://us02web.zoom.us/j/86466936854?pwd=ZEVYWHI1TmZQTTIZWTVqSHdRWE9RQT09>
- Passcode: 849064

- For those who want to listen via phone, please use the following telephone number:
888 475 4499 (Toll Free) or 877 853 5257 (Toll Free)
When prompted, dial Webinar ID: 864 6693 6854

1. REGULAR MEETING – CALL TO ORDER

At 6:00 p.m. President Corzine called the Regular Meeting to order.

2. ROLL CALL

Trustees present in person: Corzine

Trustees present remotely via Zoom: Blank, Caudill, Hurst, Stamoolis, Stanonik, Steker

Absent:

Staff present in person: Executive Director L. Rosenthal

Staff present via Zoom: M. Bourgeois, D. Bryzelak, M. Creel, E. Christianson, K. Less, C.

Pedersen, M. Povilonis, C. Wagner, N. Ziarnik

Guest present in person:

Guest present via Zoom: S. Harrod, C. McCauley

3. PUBLIC COMMENT

S. Harrod asked whether anyone else received a robo call for the top 4 candidates of the Library Board Election. There were no affirmative responses to the question.

4. ADJUSTMENTS TO THE AGENDA**5. CONSENT AGENDA**

A. Approval of the Minutes of the Regular Meeting February 16, 2021

B. Approval of the Minutes of the Finance Committee Meeting March 9, 2021

C. Ordinance 21-03-01- Ordinance Setting the Schedule of Regular Board Meetings for Fiscal Year 2021/2022

Trustee Blank moved:

“To Approve the Consent Agenda.”

Trustee Stamoolis seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, Stamoolis, Stanonik, Steker

ABSENT (0):

ABSTAIN (0):

6. APPROVAL OF ITEMS MOVED FROM CONSENT AGENDA

7. TRUSTEE REPORTS/COMMENTS

Trustee Hurst appreciated the pictures of the circulation holds showing the increase from this year compared to last year. She also wanted to thank IT, and everyone involved for getting the laptop bundles together for the community.

Trustee Stamoolis liked that the quarantine time frame for materials is now only one day.

Trustee Stanonik mentioned a family member is now a resident of Azpira so she is excited to see Outreach in action at that location.

Trustee Steker gave a shout out to Kathy Caudill for the time and effort she put into the Trustee Forum workshop. She also mentioned the Forum workshop made her appreciate this library’s administration and staff for how well the library handled operations during the pandemic.

8. TREASURER’S REPORT

A. February 2021

Trustee Caudill moved:

“To Approve the February 2021 Expenditures as Authorized with the Balance of the Reports To Be Filed For Audit.”

Trustee Blank seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, Stamoolis, Stanonik, Steker

ABSENT (0):

ABSTAIN (0):

9. CORRESPONDENCE AND COMMUNICATIONS

The Communications items were made available in the Board Packet.

10. EXECUTIVE DIRECTOR’S REPORT

A. February 2021

Executive Director Rosenthal reviewed the report and highlighted the following topics:

- OpenGov is up on the library website and suggested the Board revisit the link to see all the changes. She mentioned it will be revised as more information is gathered.
- The collaboration with the Ela assessor's office brought a great return on investment. The Library's share of the appraisal costs totals only \$1,300: a small price to pay to maintain \$62,000 in revenue.

B. Action Plan 2020/2021

Executive Director Rosenthal spoke about how pleased she was with all that was accomplished during COVID. She met with all the Department Heads to gather robust items for next year's next year's Action Plan. Trustee Blank asked that an updated Strategic Plan be included in the upcoming Action Plan items and inquired about the board's ability to have input. The board was assured that they will have input when the plan is presented for acceptance at the April board meeting.

C. Website Committee Recommendation – Digital Services Manager Michelle Bourgeois

Digital Services Manager, Michelle Bourgeois, presented on the work of the Website Committee, detailing their process of determining specifications, evaluating eight potential web developers, selecting two vendors to complete presentations and proposals, and recommending the lowest cost qualified bidder, LibraryMarket.

D. Statement of Economic Interests

Executive Director Rosenthal presented the Statement of Economic Interest form and went over the Frequently Asked Questions to help the Board Trustees accurately fill out their forms.

11. STANDING COMMITTEE REPORTS

- A. Building & Grounds Committee: No Report**
- B. Finance Committee: No Report**
- C. Nominating Committee: No Report**
- D. Personnel Committee: No Report**
- E. Policy Committee: No Report**
- F. Bylaws Committee: No Report**

12. SPECIAL COMMITTEE REPORTS

13. UNFINISHED BUSINESS

14. NEW BUSINESS

A. Insurance Proposals

Trustee Caudill moved:

“I move to approve Kamm Insurance Group to provide the Library’s Public Officials Liability, Employment Practices Liability, Worker’s Compensation, Commercial Property, Commercial General Liability, Cyber Liability, Business Auto Liability, Umbrella Liability, and Crime policies for the term April 1, 2021 through April 1, 2022 at a total cost not to exceed \$40,000.”

Trustee Stanonik seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, Stamoolis, Stanonik, Steker

ABSENT (0):

ABSTAIN (0):

B. Hourly Rate Differential for Interim Business Office

Trustee Stamoolis moved:

“I move to approve an hourly rate differential of \$4 per hour for the Administrative Assistant’s performance of Business Office duties for an average of 25 hours per week for 20 weeks, totaling \$2000 above her normal pay.”

Trustee Caudill seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, Stamoolis, Stanonik, Steker

ABSENT (0):

ABSTAIN (0):

C. Fund Balance Policy

Extensive discussion about changes to existing policy were covered. Existing policy for General Fund balance “targets” 40%. The recommended policy update is for a range of 3-12 months of expenditures.

Trustee Hurst moved:

“I move to table the discussion of the library board policy 1.11 Fund Balance Policy until the next meeting on April 20, 2021.”

Trustee Blank seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, Stamoolis, Stanonik, Steker

ABSENT (0):

ABSTAIN (0):

D. Display and Exhibits Policy

Trustee Caudill moved:

“I move to approve updates to library board policy 1.5 Display, Exhibits, and Charitable Collections Policy with a reviewed and revised date of 3/21.”

Trustee Stamoolis seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, Stamoolis, Stanonik, Steker

ABSENT (0):

ABSTAIN (0):

E. EAPL Foundation

As a 501(c)3, the foundation would be an independent entity requiring its own board and bylaws. Executive Director Rosenthal would act as registered agent to ensure continuity of financial and legal filings, but without independent trustees the Foundation cannot exist. The Board would like more information and bylaws examples before asking Rosenthal to proceed.

F. Website Development Agreement

Trustee Caudill moved:

“I move to authorize the Executive Director to enter into an agreement with LibraryMarket for website development fees not to exceed \$25,000.”

Trustee Stamoolis seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, Stamoolis, Stanonik, Steker

ABSENT (0):

ABSTAIN (0):

G. Appointment of Nominating Committee

Trustee Stamoolis moved:

“I move to appoint the nominating committee to include Crystal Steker, Kathy Caudill and Cindy Blank as members of that committee.”

Trustee Hurst seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, Stamoolis, Stanonik, Steker

ABSENT (0):

ABSTAIN (0):

H. Discussion of COVID-19 Response Plan

None

I. Approval of Trustee Expense Reports

None

J. Building and Grounds Critical Issues

None

**15. 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)**

16. ADJOURNMENT

At 9:31 p.m. Trustee Stamoolis moved:

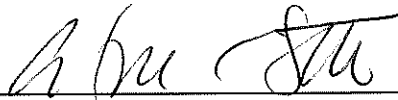
“TO ADJOURN.”

Trustee Hurst seconded the motion and it carried on a unanimous voice vote of Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, Stamoolis, Stanonik, Steker

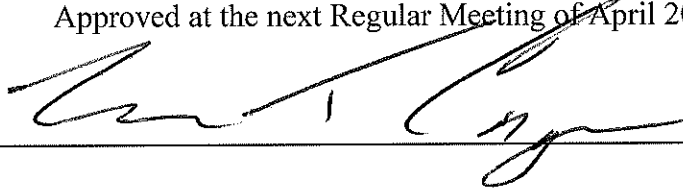
ABSENT (0):

ABSTAIN (0):



Crystal Steker, Secretary

Approved at the next Regular Meeting of April 20, 2021



Eric Corzine, President

REGULAR MEETING MINUTES

May 18, 2021

6:00 p.m. Board Room

Remote (via Zoom) Meeting at Ela Area Public Library

Members of the public can listen by phone or view/listen online to the meeting using Zoom (zoom.us). Members of the public will be able to comment via Zoom during the Public Comment period. Public comments can also be emailed to the Board via email at public.comments@eapl.org. Comments for the Meeting that are received by 1pm Tuesday, May 18th will be read during the Public Comment period.

- Please click the link below to join the webinar:
- <https://us02web.zoom.us/j/81008449040?pwd=R3RHbiszbHJlbnVvkwRmRQcUllKUT09>
- Passcode: 973562

- For those who want to listen via phone, please use the following telephone number:
888 475 4499 (Toll Free) or 877 853 5257 (Toll Free)
When prompted, dial Webinar ID: 810 0844 9040

1. REGULAR MEETING – CALL TO ORDER

At 6:02 p.m. President Corzine called the Regular Meeting to order.

Trustees present in person: Steker

Trustees present remotely via Zoom: Stanonik, Blank, Caudill, Corzine, Hurst

Absent: Stamoolis

Staff present in person: Executive Director L. Rosenthal

Staff present via Zoom: M. Creel, E. Christianson, C. Pedersen, M. Povilonis, C. Wagner, N. Ziarnik, M. Bourgeois, M. Waters, K. Less

Guest present in person: C. McCauley

Guest present via Zoom: M. Silcroft, S. Harrod, Jamie Wilkey, Partner, Lauterbach & Amen LLC

2. INSTALLATION OF NEW TRUSTEES (OATH OF OFFICE)

Trustee Steker administered the Oath of Office to newly elected Trustees: Cathy McCauley and Mary Silcroft

Trustee Steker administered the Oath of Office to re-elected Trustees: Eric Corzine and Anne Hurst.

3. ROLL CALL

Trustees present in person: Steker, C. McCauley

Trustees present remotely via Zoom: Blank, Caudill, Corzine, Hurst, Silcroft

Absent:

Staff present in person: Executive Director L. Rosenthal

Staff present via Zoom: M. Creel, E. Christianson, C. Pedersen, M. Povilonis, C. Wagner, N. Ziarnik, M. Bourgeois, M. Waters, K. Less

Guest present in person:

Guest present via Zoom: J. Stanonik, S. Harrod, Jamie Wilkey, Partner, Lauterbach & Amen LLC

4. REPORT OF NOMINATING COMMITTEE MEETING

A. Proposed Slate of Candidates for Board Officers

Trustee Blank presented the Nominating Committee's proposed slate of officers.

5. ELECTION OF EXECUTIVE OFFICERS

The Nominating Committee proposed the following nominations:

Crystal Steker- President

Kathy Caudill- Vice President

Cathy McCauley Secretary

Cindy Blank- Treasurer

Trustee Corzine moved:

"To Accept the Officers of the Board as Recommended by the Nominating Committee."

Trustee Hurst seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

ABSENT (0):

ABSTAIN (0):

7. PUBLIC COMMENT

None

8. ADJUSTMENTS TO THE AGENDA

To move 13.A FY2021 Audit Presentation – Jamie Wilkey, Partner, Lauterbach & Amen LLC to before the Consent Agenda.

Item 6. Trustee Comments to follow 13.A

13. EXECUTIVE DIRECTOR'S REPORT

A. FY2021 Audit Presentation – Jamie Wilkey, Partner, Lauterbach & Amen LLC

Jamie Wilkey provided a presentation on the auditing services they are proposing to the library. The formal proposal is included in the board packet. She described the anticipated audit timeline with a completed AFR available in November 2021. The Certificate of Achievement for Excellence in Financial Reporting was also explained.

6. TRUSTEE REPORTS/COMMENTS

President Steker gave words of gratitude to our outgoing members of the Board, Trustee Stamoolis and Trustee Stanonik. She also thanked Trustee Corzine for his efforts in his role as President and welcomed the newest Trustees Cathy McCauley and Mary Silcroft.

President Steker attended the ILA Trustee Bootcamp and acknowledged Vice President Caudill's introduction and efforts.

Trustee McCauley also attended the ILA Trustee Bootcamp and felt it was a very inclusive experience.

Trustee Caudill asked if Trustees could have copies of both the dementia-friendly & the 5-star library graphics to use in eapl.org email signatures.

Outreach Manager Christy Wager was commended for including the poem in her Librarian's Report.

Trustee Corzine mentioned he received six out of the seven Board Evaluations back and will cover the comments at next month's regular board meeting. He also asked whether meetings would resume in person now that mask mandate has changed. The Board discussed this topic, and it was decided that in-person meetings will resume next month with the June 15, 2021 meeting, in the meeting room. Trustee Blank asked whether the Zoom link will still be available for the public and department heads going forward. Because the June meeting will be in-person and not virtual, any Trustees who do not attend in-person will not be able to vote on agenda items (unless attending remotely because the Trustee cannot attend due to (1) personal illness or disability; (2) employment purposes or business of the public body; or (3) a family or other emergency). Any member of the public who wishes to address the Board would need to be present physically. Therefore, the meeting can be livestreamed for viewing but will not be the same, interactive Zoom format as has been done since the Governor's first disaster proclamation in 2020.

9. CONSENT AGENDA

A. Approval of the Executive Session Minutes of the Executive Director Review Subcommittee of the Personnel Committee Meeting April 13, 2021

B. Approval of the Minutes of the Nominating Committee Meeting April 20, 2021

C. Approval of the Minutes of the Regular Meeting April 20, 2021

D. Approval of the Minutes of the Executive Session of the Regular Meeting April 20, 2021

E. Approval of the Minutes of the Executive Director Review Committee Meeting April 27, 2021

F. Approval of the Executive Session Minutes of the Executive Director Review Committee Meeting April 27, 2021

G. Approval of the Minutes of the Finance Committee Meeting May 4, 2021

H. Approval of the Minutes of the Personnel Committee Meeting May 11, 2021

I. Approval to continue to not participate in a non-resident cardholder program

Trustee Caudill moved:

“To Approve 9B, C, D, G and I of the Consent Agenda.”

Trustee Hurst seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

ABSENT (0):

ABSTAIN (0):

10. APPROVAL OF ITEMS MOVED FROM CONSENT AGENDA

Items 9.A, E, F and H were moved to the Consent Agenda.

Trustee Blank moved:

“To Approve 9A., The Executive Session Minutes of the Executive Director Review Subcommittee of the Personnel Committee Meeting April 13, 2021 with corrected title and corrected signature line.”

Trustee Corzine seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

ABSENT (0):

ABSTAIN (0):

Trustee Blank moved:

“To Approve 9E., The Minutes of the Executive Director Review Committee Meeting April 27, 2021 with the correction of Eric Corzine’s name.”

Trustee Corzine seconded the motion and it carried on a majority roll call vote of all Trustees present.

AYES (6): Blank, Caudill, Corzine, McCauley, Silcroft, Steker

ABSENT (0):

ABSTAIN (1): Hurst

Trustee Caudill moved:

“To Approve 9F., the Executive Session Minutes of the Executive Director Review Committee Meeting April 27, 2021 as amended.”

Trustee McCauley seconded the motion and it carried on a majority roll call vote of all Trustees present.

AYES (6): Blank, Caudill, Corzine, McCauley, Silcroft, Steker

ABSENT (0):

ABSTAIN (1): Hurst

Trustee Caudill moved:

“To Approve 9H., the Minutes of the Personnel Committee Meeting May 11, 2021.”

Trustee Corzine seconded the motion and it carried on a majority roll call vote of all Trustees present.

AYES (6): Blank, Caudill, Corzine, McCauley, Silcroft, Steker

ABSENT (0):

ABSTAIN (1): Hurst

11. TREASURER'S REPORT

A. April 2021

Trustee Caudill moved:

"To Approve the April 2021 Expenditures as Authorized with the Balance of the Reports To Be Filed For Audit."

Trustee Blank seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

ABSENT (0):

ABSTAIN (0):

12. CORRESPONDENCE AND COMMUNICATIONS

The Communications items were made available in the Board Packet.

13. EXECUTIVE DIRECTOR'S REPORT

B. April 2021

Executive Director Rosenthal reviewed and answered questions regarding the Director's Report. She reiterated how use of the eapl.org email address is the primary channel of communication between the Executive Director and Trustees. Phone calls are an appropriate communication channel as well. But texting using personal devices instead of eapl.org email can result in personal phones needing to be surrendered to the Library in the event of a FOIA request. Trustees were reminded that Chris Pedersen will help them set up their EAPL emails on their personal devices if needed.

Executive Director Rosenthal also provided an update on her conversation with Ancel-Glink regarding the inaccurate Note 8 of the FY2020 audit. The audit misstatement stemmed from the Ancel-Glink letter dated 11/4/2020. Ancel-Glink's finance department expressed that there is no legal requirement to update Note 8 since the financial statements themselves are correct but updating the note does increase transparency so it's fine to request the auditor provide the update. Ancel-Glink will provide this opinion in writing but Rosenthal has not yet received that opinion. Ancel-Glink's time spent to research this opinion is being provided at no charge.

C. Action Plan (2020/2021)

The Board appreciated the level of detail provided on this plan but would like updates on the number of staff training hours completed, #16.

14. STANDING COMMITTEE REPORTS

A. Building & Grounds Committee: No Report

B. Finance Committee: Report

Trustee Blank noted the Finance Committee met on May 4 and recommends the FY2022 Working Budget as presented for discussion at the May 18 meeting, and action at the June 15 meeting.

C. Nominating Committee: Report in item 4 above

D. Personnel Committee: Report

Trustee Caudill noted the Personnel Committee met on May 11 recommends adding Parental Leave to the Employee Handbook at the May 18 meeting.

E. Policy Committee: No Report

F. Bylaws Committee: No Report

G. Executive Director Review Committee: Report

The minutes covered the content of this meeting.

15. SPECIAL COMMITTEE REPORTS

16. UNFINISHED BUSINESS

17. NEW BUSINESS

A. Discussion of FY2021-2022 Working Budget

The Finance Committee recommended the presentation of the FY2022 Working Budget as discussed during the meeting on May 4.

Executive Director Rosenthal summarized the budget process and summarized the Finance Committee Meeting from May 4. The draft working budget is balanced across all funds at \$6,442,408.94, and holds the salary line item flat from FY2021 at \$3,385,042. Rosenthal went through each page of the three budget reports explaining the expanded account codes.

The vote to approve the FY2022 working budget will take place at the June 15, 2021 meeting.

B. Discussion of Updated Salary Scale

Executive Director Rosenthal informed the Board that the minimum wage will increase in Illinois on January 1, 2022, so an update to the salary scale is needed. To avoid wage compression, all job classifications will see some increase with the lowest pay scale increasing 11% but all other categories only increasing 5%. Implementation of the scale only affects 17 staff members, since most staff are not currently earning the minimum, and the total impact of the new scale will be less than \$6000 next year.

Trustee Caudill moved:

“I move to approve the updated salary scale with an effective date of 7/1/2021.”

Trustee Blank seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

ABSENT (0):

ABSTAIN (0):

C. Audit Engagement letter

Trustee Blank moved:

“I move to approve the firm Lauterbach & Amen to conduct the Library’s FY2020/2021 Annual Financial Report at a price not to exceed \$7,500.”

Trustee Corzine seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

ABSENT (0):

ABSTAIN (0):

D. Digital Sign

Trustee Caudill moved:

“I authorize the Executive Director to enter into an agreement with Stewart Signs to replace the digital portion of the Library sign located on Rt. 22, at a cost not to exceed \$20,000.”

Trustee Blank seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

ABSENT (0):

ABSTAIN (0):

E. EAPL logo

A video on the logo creation process and principles of logo design, created by Public Information Manager Valerie Stern, was shown offering three different logo options for the Board to consider pros and cons of each. Trustees expressed likes and dislikes of each with no unanimous consensus emerging from the seven Trustees. Design 3 received the highest favorability with Design 1 ranking second.

F. Digital Media Lab Policy

Trustee Blank moved:

“I move to approve library board policy 2.14 Digital Media Lab with a reviewed and revised date of 5/21 and no changes.”

Trustee Caudill seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

ABSENT (0):

ABSTAIN (0):

G. Video Surveillance Policy

Executive Director Rosenthal explained that the library attorneys drafted this new policy and Assistant Director Erica Christenson and IT Manager Chris Pedersen updated procedures to ensure our practice is in compliance with the new policy.

Trustee Blank moved:

“I move to approve policy 2.21 Video Surveillance with an inception date of 5/21 with minor amendments noted.”

Trustee McCauley seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

ABSENT (0):

ABSTAIN (0):

H. Parental Leave Policy

The Personnel Committee met on May 11 and recommended adopting an update to the Employee Handbook adding section 5.11 Parental Leave.

Executive Director Rosenthal discussed how all neighboring libraries (Fremont, Vernon Area, and Barrington) offer paid parental leave, and summarized a recommended addition to the Employee Handbook. Keeping benefits competitive is necessary to attract and retain talented staff. Based on input from neighboring libraries, the financial impact of adding Parental Leave is small because it's used rarely, only affects full-time and FMLA-qualifying staff, and generally covers salaries that are already budgeted for if the employee were not to take leave.

Trustee Caudill moved:

"I move to approve the addition of section 5.11 to the Employee Handbook, Parental Leave, as presented."

Trustee Blank seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

ABSENT (0):

ABSTAIN (0):

I. Committee Assignments

Trustee Caudill moved:

"I move to approve the committee assignments as described in Exhibit 17.I."

Trustee Corzine seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

ABSENT (0):

ABSTAIN (0):

J. Approval of Trustee Expense Reports (Action)

K. Building and Grounds Critical Issues (Action)

18. 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)

19. ADJOURNMENT

At 8:20 p.m. Trustee Caudill moved:

“TO ADJOURN.”

Trustee Corzine seconded the motion and it carried on a unanimous voice vote of Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

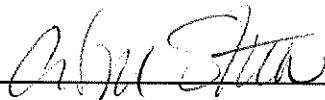
ABSENT (0):

ABSTAIN (0):



Cathy McCauley, Secretary

Approved at the next Regular Meeting of June 15, 2021



Crystal Steker, President

REGULAR MEETING MINUTES

May 19, 2020

6:00 p.m.

Virtual Meeting via Zoom

1. REGULAR BOARD MEETING VIA ZOOM – CALL TO ORDER

At 6:00 p.m. President Corzine called the Regular Meeting to order.

2. ROLL CALL

Trustees present: Blank, Caudill, Corzine, Hurst, Stamoolis, Steker

Absent: Fuller (arrived at 7:32 p.m.)

Staff present: Interim Executive Director Christianson, S. Hyson, D. Bryzelak, M. Creel, N. Ziarnik, C. Pederson, C. Wagner

Guest present: S. Harrod, R. Weismann and Mary Cherry from HR Source

3. PUBLIC COMMENT

Interim Executive Director E Christianson read the following comment emailed by R. Weismann:

I am hoping the library will be open soon in order to utilize the study rooms on the second floor. What are the plans in regard to these rooms? As someone who highly values this quiet space in the library for working with students one-on-one, I heavily rely on the library being open not only in the summer, but especially during the school year.

If this is one of the concerns--if patrons utilizing these spaces were willing to be responsible for wiping down the tables, keyboard, and seats before leaving the room--would that make using the room more available?

4. ADJUSTMENTS TO THE AGENDA

To move **11G. Executive Director Search Committee of the Whole** and **14 A. Executive Director Search** to before the Consent agenda.

11G. Executive Director Search Committee of the Whole:

The committee report was summarized by HR Source discussion.

14A. Executive Director Search

Mary Cherry of HR Source gave an update on the Executive Director Search. The Board discussed the job description she presented and agreed with the description as written and would like it posted.

5. CONSENT AGENDA

A. Approval of the Minutes of the Regular Meeting April 21, 2020.

B. Approval of the Minutes of the Executive Session April 21, 2020.

C. Approval of the Minutes of the Executive Director Search Committee Meeting April 28, 2020.

D. Approval of the Minutes of the Finance Committee Meeting April 28, 2020.

Trustee Blank moved:

“To Approve the Consent Agenda As Presented.”

Trustee Caudill seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (6): Blank, Caudill, Corzine, Hurst, Stamooolis, Steker

ABSENT (1): Fuller

ABSTAIN (0):

6. APPROVAL OF ITEMS MOVED FROM CONSENT AGENDA

None

7. TRUSTEE REPORTS/COMMENTS

Trustee Blank commented on the high quality of the recent RAILS/ILA Webinar, Everything Library Trustees Need to Know During COVID-19, and specifically on the exceptional job by Trustee Caudill as a panelist for the forum.

Trustee Steker seconded that sentiment and expressed how well Trustee Caudill represented everyone.

Trustee Hurst asked for the webinar link to be shared with everyone, so they can review the content again.

8. TREASURER’S REPORT

A. April 2020

Trustee Caudill moved:

“To Approve the April 2020 Expenditures as Authorized with the Balance of the Reports to Be Filed For Audit.”

Trustee Blank seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (6): Blank, Caudill, Corzine, Hurst, Stamooolis, Steker

ABSENT (1): Fuller

ABSTAIN (0):

9. CORRESPONDENCE AND COMMUNICATIONS

Virtual communications folder was made available in the Trustee’s Board Packets.

Interim Executive Director Christianson explained the 6ft of Fun Program that was included in the virtual communications folder. She also called the Board’s attention to a recent Daily Herald article about the 2020 Census which noted the high percentage of participation by Lake Zurich residents due to the partnership efforts of the Library.

10. EXECUTIVE DIRECTOR'S REPORT

- Interim Executive Director Christianson provided an update on the number of work from home hours the staff has worked over the last 7 week period.
- She informed the Board that the e-newsletter launched this week and the sign-up processes illustrated the fact that the website is not mobile friendly and noted further plans to update the site.
- Provided an update on the Maneval parking lot construction and that they are working to wrap up the project as the striping was just finished. The Library is now trying to move up the resealing project to before re-opening instead of Fall as planned.

11. STANDING COMMITTEE REPORTS

A. Building & Grounds Committee: No Report

B. Finance Committee:

Trustee Stamoolis proposed the working budget for FY 2020/2021 be presented at the meeting to continue discussion from the April 28th meeting of the Finance Committee.

C. Nominating Committee: No Report

D. Personnel Committee: No Report

E. Policy Committee: No Report

F. Bylaws Committee: No Report

12. SPECIAL COMMITTEE REPORTS

None

13. UNFINISHED BUSINESS

None

14. NEW BUSINESS

B. Discussion of FY2020-2021 Working Budget

- The proposed working budget for FY 2020/2021 was presented at the meeting and questions pertaining to the salary line were discussed.
- The final working budget will be presented for the Board's approval at the June meeting
- Board suggested a midyear update on the salary line be added to the January 2021 meeting agenda.

C. Semi-Annual Review of all Executive Session Minutes

The logistics of how to perform the Semi-Annual Review of the Executive Session Minutes was discussed and a solution was presented that the items would be delivered to the Board of Trustees in time for the June 16, 2020 meeting.

D. Discussion of Board Self Evaluation

Trustee Caudill explained the importance the Self Evaluations and how they establish areas of strength and needed growth.

It was decided that Trustee Caudill would provide multiple evaluation forms to Interim Executive Director Christianson for review and discussion at the June 16, 2020 meeting.

E. Annual Review of Non-Resident Cards

Trustee Stamoolis moved:

“That we do not adopt a fee structure, nor do we participate in a non-resident card holder program since the Library does not border any unserved areas.”

Trustee Caudill seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Fuller, Hurst, Stamoolis, Steker

ABSENT (0):

ABSTAIN (0):

F. Discussion of COVID-19 Response Plan

Interim Executive Director Christianson reviewed the stages of the Reopening Plan with the Board and the goal of having the drive-up window open for returns and hold pick-ups starting in June.

Trustee Caudill moved:

“To approve the implementation of the initial stage 1 to open the library drive-up for the return of materials and hold pick-ups at the library administration’s recommendation with a targeted anticipated date of June 1, 2020.”

Trustee Stamoolis seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Fuller, Hurst, Stamoolis, Steker

ABSENT (0):

ABSTAIN (0):

G. Approval of Trustee Expense Reports (Action)

None

H. Building and Grounds Critical Issues (Action)

None

I.

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)

None

C. EXECUTIVE SESSION FOR THE DISCUSSION OF EXECUTIVE SESSION MINUTES AS ALLOWED BY 5 ILCS 120/2(c)(21)

None

16. ADJOURNMENT

At 9:22 p.m. Trustee Stamoolis moved.

“TO ADJOURN.”

Trustee Fuller seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Corzine, Caudill, Fuller, Hurst, Stamoolis, Steker

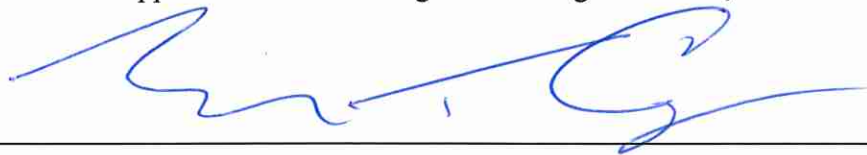
ABSENT (0):

ABSTAIN (0):



Crystal Steker, Secretary

Approved at the next Regular Meeting of June 16, 2020



Eric Corzine, President

REGULAR MEETING MINUTES
November 17, 2020
6:00 p.m.
Blended Remote (via Zoom) /
In Person Meeting at Ela Area Public Library

Members of the public can listen by phone or view/listen online to the meeting using Zoom (zoom.us). Members of the public will be able to comment via Zoom during the Public Comment period. Public comments can also be emailed to the Board via email at public.comments@eapl.org. Comments for the Meeting that are received by 1pm Tuesday, November 17th will be read during the Public Comment period.

- Please click the link below to join the webinar:
- <https://us02web.zoom.us/j/88609237690?pwd=OXhaeUd6L0JpN1FNTedJdytIRi9GQT09>
- Passcode: 869781

- For those who want to listen via phone, please use the following telephone number:
888 475 4499 (Toll Free) or 877 853 5257 (Toll Free)
When prompted, dial Webinar ID: 886 0923 7690

1. REGULAR MEETING – CALL TO ORDER

At 6:01 p.m. President Corzine called the Regular Meeting to order.

2. ROLL CALL

Trustees present in person: Corzine

Trustees present remotely via Zoom: Caudill, Blank, Hurst, Stamoolis, Stanonik, Steker

Absent:

Staff present in person: Interim Executive Director Christianson

Staff present via Zoom: D. Bryzelak, M. Creel, C. Pedersen, C. Wagner, N. Ziarnik

Guest present in person:

Guest present via Zoom: S. Harrod, Paul Inserra of McClure, Inserra & Co., Chtd.

3. PUBLIC COMMENT

None

4. ADJUSTMENTS TO THE AGENDA

To move **14A. 2019-2020 Financial Audit – Presented by Paul Inserra of McClure, Inserra & Co., Chtd., to before Consent Agenda.**

14A. 2019-2020 Financial Audit – Presented by Paul Inserra of McClure, Inserra & Co., Chtd.,

Paul Inserra of McClure, Inserra & Co., Chtd. presented the 2019-2020 Audited Financial Statement to the Board.

Trustee Caudill moved:

“To Accept The 2019-2020 Financial Audit working draft, subject to final changes from auditors.”

Trustee Blank seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, Stamoolis, Steker, Stanonik

ABSENT (0):

ABSTAIN (0):

5. CONSENT AGENDA

A. Approval of the Minutes of the Regular Meeting October 20, 2020

B. Approval of the Minutes of the Executive Session Meeting October 20, 2020

C. Approval of the Minutes of the Bylaws Committee Meeting November 9, 2020

Trustee Blank moved:

“To Approve All of the Consent Agenda as presented.”

Trustee Caudill seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, Stamoolis, Stanonik, Steker

ABSENT (0):

ABSTAIN (0):

6. APPROVAL OF ITEMS MOVED FROM CONSENT AGENDA

7. TRUSTEE REPORTS/COMMENTS

- Trustee Stanonik traveled to the Storywalk Trail at Oak Ridge Marsh and commented positively on both the book and length of the trail. She also mentioned that she appreciated the partnership of the three organizations, Lake Zurich Park District and Ancient Oaks working together to create the Storywalk for the community. .

8. TREASURER’S REPORT

A. September 2020

B. October 2020

Trustee Caudill moved:

“To Defer the Approval of the September 2020 and October 2020 Treasurer’s Reports until the January 19, 2021 Regular Board Meeting.”

Trustee Hurst seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, Stamoolis, Stanonik, Steker

ABSENT (0):

ABSTAIN (0):

9. CORRESPONDENCE AND COMMUNICATIONS

Documents provided in Board Packet

10. EXECUTIVE DIRECTOR'S REPORT

Interim Executive Director Christianson reviewed the reports and highlighted the following items:

- Discussed the open enrollment window for health insurance that is taking place at this time as well as the fact that the health insurance increased 3% this year.
- Explained that the Boopsie application currently used at the Library has been bought out by Solus and the company will be rolling out the new application soon.
- Gave a facility update provided from John Carranza. A humidifier is beyond repair and needs replacement. He will purchase the humidifier and contract the installation separately in order to reduce the total cost of replacement. The new humidifier and install will cost \$14,470.
- Footnotes is being mailed out later this week and an article about the new Executive Director Lauren Rosenthal is included. The plan was to release the press releases to coincide with the Footnotes mailing.

11. STANDING COMMITTEE REPORTS

- A. Building & Grounds Committee: No Report**
- B. Finance Committee: No Report**
- C. Nominating Committee: No Report**
- D. Personnel Committee: No Report**
- E. Policy Committee: No Report**
- F. Bylaws Committee:**

Trustee Caudill commented that the committee met, and items will be addressed further during 14C and 14D.

12. SPECIAL COMMITTEE REPORTS

None

13. UNFINISHED BUSINESS

14. NEW BUSINESS

- B. Approve Ordinance No. 20-11-01 An Ordinance Levying Taxes for Library Purposes for the Fiscal Year 2021/2022 for the Ela Area Public Library District, Lake County, Illinois**

The Board reviewed several levy models presented by Interim Director Christianson as well as the Resolution (No. 20-10-01) determining the amount of money estimated to be necessary to be raised by taxation for the 2021/2022 year approved at the October Board meeting. The Board considered the Financial Audit for the 2019/2020 year as presented

earlier in the meeting as well as current financial hardships within the community and across the nation due to the pandemic. Following extensive discussion, the Board decided to reduce the levy estimate approved in October.

Trustee Hurst moved:

“To Approve Ordinance No. 20-11-01 An Ordinance Levying Taxes for Library Purposes for the Fiscal Year 2021/2022 For the Ela Area Public Library District, Lake County, Illinois with proposed amendments.”

Trustee Blank seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, Stamoolis, Stanonik, Steker

ABSENT (0):

ABSTAIN (0):

C. Discussion Regarding Proposed Staff Recognition Allocation Instructions and Staff Recognition Nomination Form

Trustee Caudill explained minor changes to the form.

Trustee Caudill moved:

“To Approve the Staff Recognition Allocation Instructions and Staff Recognition Nomination Form with suggested amendment.”

Trustee Blank seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, Stamoolis, Stanonik, Steker

ABSENT (0):

ABSTAIN (0):

D. Review of Proposed Bylaws Amendment

Trustee Caudill said it was the recommendation of the Bylaws Committee that the Bylaws be amended to include new revised language regarding Staff Recognition Allocation.

This will be revisited and voted on at the January 19, 2021 meeting.

E. Discussion of Per Capita Grant Requirements for FY 20/21

Interim Executive Director Christianson notified the Board that the application was still not current but that it will be to review the standards in Serving Our Public 4.0: Standards for Illinois Libraries. She suggested the Library continue to monitor what comes out of the State Library and that the Department Heads will review pertinent chapters for their departments and provide a summary and checklist to present to the Board.

F. Discussion of COVID-19 Response Plan

Due to the statewide Tier Three Mitigation in effect as of Friday, November 20th, Interim Executive Director Christianson recommended that the Library pivot to service Level Drive-Up Only.

Trustee Caudill moved:

“To Pause In-Person Services and Continue Drive-Up Services During Tier Three in the State of Illinois.”

Trustee Steker seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, Stamoolis, Stanonik, Steker

ABSENT (0):

ABSTAIN (0):

G. Approval of Trustee Expense Reports

None

H. Building and Grounds Critical Issues

None

15. 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)

16. ADJOURNMENT

At 9:06 p.m. Trustee Hurst moved:

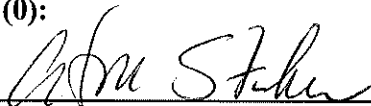
“TO ADJOURN.”

Trustee Stanonik seconded the motion and it carried on a unanimous voice vote of Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, Stamoolis, Stanonik, Steker

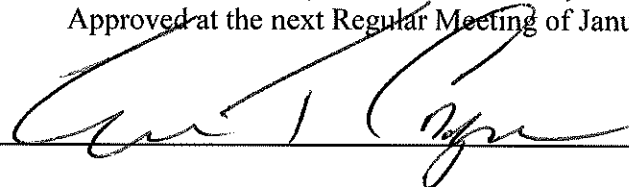
ABSENT (0):

ABSTAIN (0):



Crystal Steker, Secretary

Approved at the next Regular Meeting of January 19, 2021



Eric Corzine, President

REGULAR MEETING MINUTES

April 20, 2021

6:00 p.m. Board Room

Blended Remote (via Zoom) /

In Person Meeting at Ela Area Public Library

Members of the public can listen by phone or view/listen online to the meeting using Zoom (zoom.us). Members of the public will be able to comment via Zoom during the Public Comment period. Public comments can also be emailed to the Board via email at public.comments@eapl.org. Comments for the Meeting that are received by 1pm Tuesday, April 20th will be read during the Public Comment period.

- Please click the link below to join the webinar:
- <https://us02web.zoom.us/j/85359095515?pwd=ZENHT0ISQ2J6VXQ2OWt5MHBHU1V4QT09>
- Passcode: 885083

- For those who want to listen via phone, please use the following telephone number:
888 475 4499 (Toll Free) or 877 853 5257 (Toll Free)
When prompted, dial Webinar ID: 853 5909 5515

1. REGULAR MEETING – CALL TO ORDER

At 6:00 p.m. President Corzine called the Regular Meeting to order.

2. ROLL CALL

Trustees present in person: Corzine, Stamoolis

Trustees present remotely via Zoom: Blank, Caudill, Hurst, Stanonik, Steker

Absent:

Staff present in person: Executive Director L. Rosenthal

Staff present via Zoom: M. Creel, E. Christianson, C. Pedersen, M. Povilonis, C. Wagner, N. Ziarnik

Guest present in person:

Guest present via Zoom: J. Barrington, S. Harrod, C. McCauley,

3. PUBLIC COMMENT

None

4. ADJUSTMENTS TO THE AGENDA

To move 10. B Director Report - John Barrington, Ela Township Assessor to before the Consent Agenda.

John Barrington discussed and answered questions about the commercial and industrial appraisal review process. Informed the Board that they did not spend as much money as

anticipated and only billed \$1,300 for the Library's share of the total appraisal cost of \$24,800.

Future updates will be passed along through Executive Director Rosenthal.

5. CONSENT AGENDA

A. Approval of the Minutes of the Regular Meeting March 16, 2021 (Document)

B. Approval of the Minutes of the Nominating Committee Meeting April 13, 2021 (Document)

C. Approval of the Minutes of the Executive Director Review Subcommittee of the Personnel Committee Meeting April 13, 2021 (Document)

D. Approve the Secretary's report of the Closed Session Minutes review and destruction of all audio recordings made prior to October 1, 2019 (Document)

Trustee Blank moved:

"To amend the motion to move 5A, B, & C to #6."

Trustee Caudill seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, Stamoolis, Stanonik, Steker

ABSENT (0):

ABSTAIN (0):

Trustee Blank moved:

"To Approve 5D in the Consent Agenda ."

Trustee Caudill seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, Stamoolis, Stanonik, Steker

ABSENT (0):

ABSTAIN (0):

6. APPROVAL OF ITEMS MOVED FROM CONSENT AGENDA

Trustee Blank moved:

"To Approve the Minutes of the Regular Meeting March 16, 2021 from the Consent Agenda with the Correction of item 10B taking out the duplicate next year's."

Trustee Hurst seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, Stamoolis, Stanonik, Steker

ABSENT (0):

ABSTAIN (0):

Trustee Stanonik moved:

“To Approve the Minutes of the Nominating Committee Meeting April 13, 2021 with the correction of Chris Pedersen’s name and the correction of time to 5:30pm.”

Trustee Blank seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, Stamoolis, Stanonik, Steker

ABSENT (0):

ABSTAIN (0):

Trustee Hurst moved:

“To Approve the Minutes of the Executive Director Review Subcommittee of the Personnel Committee Meeting April 13, 2021 with the correction of the spelling of Chris Pedersen’s name.”

Trustee Caudill seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, Stamoolis, Stanonik, Steker

ABSENT (0):

ABSTAIN (0):

7. TRUSTEE REPORTS/COMMENTS

Trustees Stanonik, Blank, and Caudill liked the alternative polling place entrance and clear signage that was used for election day.

President Corzine expressed thanks and appreciation to Trustees Jeanette Stanonik and Jim Stamoolis for their dedicated service to the Library. Flowers were sent to Trustee Stanonik at home and President Corzine presented a plaque to Trustee Stamoolis on behalf of the Library.

Trustee Blank inquired about being able to meet in person for the swearing in of new Trustees at the May meeting. Executive Director Rosenthal explained that the Governor’s disaster proclamation enables units of government to conduct meetings and vote remotely. If 3 trustees were to attend in-person then the meeting would be considered and “in person” meeting and any Trustees attending via Zoom would not be able to vote. In addition, holding the meeting in person would mean inviting the public to attend the physical meeting, and the Library is not holding in-person programming yet. Executive Director Rosenthal thought that in-person meetings as well as programming will happen by September. Therefore it was determined that the new Trustees will be sworn in remotely via Zoom at the May meeting.

Trustee Blank suggested the Board conduct self-evaluations prior to the May Meeting. The self-evaluation form will be sent out by Trustee Steker prior to the May meeting.

Trustees Steker and Caudill attended the April trustee forum. Trustee Caudill reminded the others that the final forum “Bootcamp for Trustees” is upcoming on May 15th.

Trustee Steker spoke about the Forum that focused on Diversity, Equity, and Inclusion and how beneficial she found it and thought it was well done and interesting.

It was confirmed that Trustee Stamoolis and Trustee Stanonik remain trustees until the May meeting.

8. TREASURER'S REPORT

A. March 2021

Trustee Blank moved:

“To Approve the March 2021 Expenditures as Authorized with the Balance of the Reports To Be Filed For Audit.”

Trustee Caudill seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, Stamoolis, Stanonik, Steker

ABSENT (0):

ABSTAIN (0):

9. CORRESPONDENCE AND COMMUNICATIONS

The Communications items were made available in the Board Packet.

10. EXECUTIVE DIRECTOR'S REPORT

A. March 2021

- Executive Director Rosenthal informed the Board that she is working with managers to construct a balanced budget for FY2022. It was decided that the Finance Committee meeting will take place on Tuesday, May 4th.
- Opportunity to have updated photo for the Board website is available for Trustees.
- ILA memberships will be renewed for all trustees.
- With the availability of the Open Gov statistics on the Library's webpage, the Excel statistical spreadsheet will be eliminated from the board packet.
- The Board asked about the timeline for a new Library logo. They were assured that Board feedback will be sought prior to any decisions being made.

C. COVID Re-Opening Plans

- Library will reopen for full 70 hours beginning on May 3rd.
- Material quarantining has ended.

11. STANDING COMMITTEE REPORTS

A. Building & Grounds Committee: No Report

B. Finance Committee: No Report

C. Nominating Committee: No Report

D. Personnel Committee: No Report

E. Policy Committee: No Report

F. Bylaws Committee: No Report

12. SPECIAL COMMITTEE REPORTS

13. UNFINISHED BUSINESS

14. NEW BUSINESS

A. Behavioral Policy

Trustee Stamoolis moved:

“To approve 2.6 Behavior Policy with no changes with a reviewed date of 4/21.”

Trustee Caudill seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, Stamoolis, Stanonik, Steker

ABSENT (0):

ABSTAIN (0):

B. Unsupervised Children Policy

Trustee Caudill moved:

“To approve updating the Unsupervised Children Policy with a reviewed and revised date of 4/21.”

Trustee Stanonik seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, Stamoolis, Stanonik, Steker

ABSENT (0):

ABSTAIN (0):

C. Fund Balance Policy

Trustee Caudill moved:

“To approve updates to the library board policy 1.11 Fund Balance Policy with a reviewed and revised date of 4/21.”

Trustee Stamoolis seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, Stamoolis, Stanonik, Steker

ABSENT (0):

ABSTAIN (0):

D. Special Reserve Fund Plan

Trustee Blank moved:

“To approve ordinance 21-04-01 Special Reserve Fund Plan with target accumulations of \$5,000,000 for building improvements.”

Trustee Stamoolis seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, Stamoolis, Stanonik, Steker

ABSENT (0):

ABSTAIN (0):

E. EAPL Foundation

The Board asked Executive Director Rosenthal to move forward in establishing the foundation.

F. FY2022 Action Plan

Trustees commented on the well-thought-out plan.

Trustee Caudill moved:

“To Accept the FY2022 Action Plan as Presented.”

Trustee Steker seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, Stamoolis, Stanonik, Steker

ABSENT (0):

ABSTAIN (0):

G. Approval of Trustee Expense Reports

None

H. Building and Grounds Critical Issues

None

15. EXECUTIVE (CLOSED) SESSION

A. EXECUTIVE SESSION FOR THE DISCUSSION OF PERSONNEL MATTERS

5ILCS 120/2(c)(1)

At 8:15 p.m. Trustee Blank moved:

“To go into Executive session for the discussion of personnel matters 5ILCS 120/2(c)(1).”

Trustee Caudill seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, Stamoolis, Stanonik, Steker

ABSENT (0):

ABSTAIN (0):

At 8:57 p.m., the Board returned to open session. President Corzine called the open session to order.

The following Trustees were present in person: Corzine, Stamoolis

Trustees present remotely via Zoom: Blank, Caudill, Hurst, Stanonik, Steker

Absent:

Staff present in person:

Staff present via Zoom: Assistant Director Christianson, C, Pedersen

Guest present via Zoom: S. Harrod

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)**

16. ADJOURNMENT

At 8:58 p.m. Trustee Blank moved:

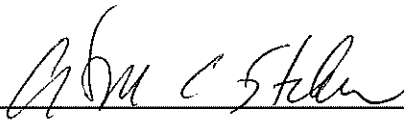
“TO ADJOURN.”

Trustee Caudill seconded the motion and it carried on a unanimous voice vote of Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, Stamoolis, Stanonik, Steker

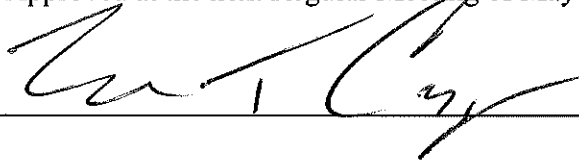
ABSENT (0):

ABSTAIN (0):



Crystal Steker, Secretary

Approved at the next Regular Meeting of May 18, 2021



Eric Corzine, President

REGULAR MEETING MINUTES

October 20, 2020

6:00 p.m.

**Blended Remote (via Zoom) /
In Person Meeting at Ela Area Public Library**

Members of the public can listen by phone or view/listen online to the meeting using Zoom (zoom.us). Members of the public will be able to comment via Zoom during the Public Comment period. Public comments can also be emailed to the Board via email at public.comments@eapl.org. Comments for the Meeting that are received by 1pm Tuesday, October 20th will be read during the Public Comment period.

- Please click the link below to join the webinar:
- <https://us02web.zoom.us/j/89482184766?pwd=cWlXS1NiOWVpNHBncG0wMmh6YTNHZz09>
- Passcode: 994775

- For those who want to listen via phone, please use the following telephone number:
888 475 4499 (Toll Free) or 877 853 5257 (Toll Free)
When prompted, dial Webinar ID: 894 8218 4766

1. REGULAR MEETING – CALL TO ORDER

At 6:02 p.m. President Corzine called the Regular Meeting to order.

2. ROLL CALL

Trustees present in person: Corzine

Trustees present remotely via Zoom: Caudill, Hurst, Stamoolis, Stanonik, Steker

Absent: Blank (arrived at 6:05 p.m.)

Staff present in person: Interim Executive Director Christianson, M. Creel

Staff present via Zoom: D. Bryzelak, N. Ziarnik, C. Pedersen, C. Wagner

Guest present in person: Ken Fuller

Guest present via Zoom: S. Harrod, Ela Township Assessor John Barrington,

3. PUBLIC COMMENT

None

4. ADJUSTMENTS TO THE AGENDA

To move **14A. Recognition of Former Trustee Ken Fuller** and **14B. Discussion of Assessment Appeal Process with Lake County Assessor's Office to before Consent Agenda.**

14A. Recognition of Former Trustee Ken Fuller

President Corzine presented former Trustee Ken Fuller with a plaque recognizing his time as a Board Trustee.

14B. Discussion of Assessment Appeal Process with Township Assessor's Office

John Barrington, Ela Township Assessor, discussed the formation of a coalition of local taxing authorities to protect assessed tax income and share appeal costs.

Trustee Caudill moved:

"The expenditure of up to \$3500 in fiscal year 2020/2021 for the Ela Township Assessment Defense Fund, the amount to be paid to be determined based on actual invoices received from the Ela Township Assessors office and/or consultants."

Trustee Stamoolis seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, Stamoolis, Stanonik, Steker

ABSENT (0):

ABSTAIN (0):

5. CONSENT AGENDA

A. Approval of the Minutes of the Executive Director Search Committee Meeting September 14, 2020

B. Approval of the Minutes of the Executive Session Meeting September 14, 2020

C. Approval of the Minutes of the Regular Meeting September 15, 2020

D. Approval of the Minutes of the Executive Session Meeting September 15, 2020

E. Approval of the Minutes of the Executive Director Search Committee Meeting September 28, 2020

F. Approval of the Minutes of the Executive Session Meeting September 28, 2020

G. Approval of the Minutes of the Executive Director Search Committee Meeting October 5, 2020

H. Approval of the Minutes of the Executive Session Meeting October 5, 2020

Trustee Caudill moved:

"To Approve A, B, D, E, F and G of the Consent Agenda as presented."

Trustee Stamoolis seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, Stamoolis, Stanonik, Steker

ABSENT (0):

ABSTAIN (0):

6. APPROVAL OF ITEMS MOVED FROM CONSENT AGENDA

Items C and H were moved from the consent agenda.

On 2A, B and C, correct spelling of Trustee Stanonik's first name from Jeannette to Jeanette. 10A. of item C, correct spelling of goa to goal.

Trustee Blank moved:

"To Approve the Minutes of the Regular Meeting September 15, 2020 with corrections as noted."

Trustee Hurst seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, Stamoolis, Stanonik, Steker

ABSENT (0):

ABSTAIN (0):

Item H, correct spelling of candidate's last name

Trustee Caudill moved:

"To Approve the Minutes of the Executive Session Meeting October 5, 2020 with name correction."

Trustee Stamoolis seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, Stamoolis, Stanonik, Steker

ABSENT (0):

ABSTAIN (0):

7. TRUSTEE REPORTS/COMMENTS

None

8. TREASURER'S REPORT

A. September 2020

Trustee Hurst moved:

"To Defer the Approval of the September 2020 Treasurer's Report until the November 17, 2020 Regular Board Meeting."

Trustee Caudill seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, Stamoolis, Stanonik, Steker

ABSENT (0):

ABSTAIN (0):

9. CORRESPONDENCE AND COMMUNICATIONS

None

10. EXECUTIVE DIRECTOR'S REPORT

A. September 2020

Interim Executive Director Christianson reviewed the reports and also highlighted the following items:

- The Library held a successful Shredding and Recycling Event. It collected almost 8000 pounds of shredding materials and more than 3600 pounds of recycling. The Library collected food donations for the food pantry at St. Francis as well. The cost

of this event has gone up, however, so will look into options for partnering for the next one to keep the cost down.

- Reminded the Board that the Library is a polling location and the building will close at 5 p.m, November 2nd and be closed all day November 3rd.
- Informed the Board that due to the 7 day materials quarantine, circulation has increased the number of days before a patron account is blocked from 14 to 21 days. This change is temporary.
- Recognized the recently received Dementia Friendly Library certification and work of Outreach's Memory Café.

B. Action Plan

Interim Executive Director Christianson discussed the circulation sorter. It is aging, depreciated, and the ongoing maintenance agreement is becoming increasingly expensive. Efforts will begin to identify replacement technology. This project would span two fiscal years. It is suggested that this item be a component of a long range technology plan

11. STANDING COMMITTEE REPORTS

A. Building & Grounds Committee: No Report

B. Finance Committee: No Report

C. Nominating Committee: No Report

D. Personnel Committee: No Report

E. Policy Committee: No Report

F. Bylaws Committee: Reminder that the next meeting is November 9th at 6 p.m.

G. Executive Direct Search Committee: No Report

12. SPECIAL COMMITTEE REPORTS

13. UNFINISHED BUSINESS

14. NEW BUSINESS

C. Resolution Determining Amount of Money To Be Raised By Taxation for 2021-2022 Fiscal Year

Trustee Blank moved:

“To Approve Resolution NO. 20-10-01, A Resolution Determining Amount Of Money Estimated To Be Necessary To Be Raised By Taxation For 2021/2022Fiscal Year.”

Trustee Caudill seconded the motion and it carried on a majority roll call vote of all Trustees present.

AYES (6): Blank, Caudill, Corzine, Stamoolis, Stanonik, Steker

NAYS (1): Hurst

ABSENT (0):

D. Semi-Annual Review of all Executive Session Minutes

Trustee Blank moved:

“THAT ALL THE CLOSED EXECUTIVE SESSION MINUTES REMAIN CLOSED.”

Trustee Caudill seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, Stamoolis, Stanonik, Steker,
ABSENT (0):

Trustee Steker moved:

“WITH THE PROPERLY MEMORIALIZED RECORDINGS AND THE MINUTES PREVIOUSLY APPROVED BY THE BOARD THAT WE MOVE TO DELETE THE VERBATIM RECORDINGS OF THE FOLLOWING MEETINGS: 9/19/17, 11/21/17, 3/20/18, 06/20/2017, 04/17/2018, 09/18/2018, 09/18/2018, 10/09/2018, 10/16/2018, 10/16/2018, 11/20/2018, 02/19/2019.

Trustee Caudill seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (6): Blank, Caudill, Corzine, Stamoolis, Stanonik, Steker,
ABSENT (0):
ABSTAIN (1): Hurst

E. Discussion of Per Capita Grant Requirements for FY 20/21

No information is published at this time but should be released soon. The deadline was moved from January to March

F. Discussion of Interlibrary Loan Policy

Trustee Caudill moved:

“To Approve the Interlibrary Loan Policy with a Reviewed and Revised Date of October 2020.”

Trustee Blank seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, Stamoolis, Stanonik, Steker
ABSENT (0):

G. Discussion of COVID-19 Response Plan

Interim Executive Director gave an update from the Lake County Department of Health. Lake County suggested schools K-12 move to full remote. The Library should not need to close at this time provided we continue current COVID protocols.

H. Approval of Trustee Expense Reports

None

I. Building and Grounds Critical Issues

None

15. A. EXECUTIVE SESSION FOR THE DISCUSSION OF PERSONNEL

MATTERS 5ILCS 120/2(c)(1)

At 8:40 p.m., Trustee Stamoolis moved:

“To Go into Executive Session for The Discussion Of Personnel Matters 5ILCS 120/2(c)(1).”

Trustee Caudill seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, Stamoolis, Stanonik, Steker

ABSENT (0):

ABSTAIN (0):

At 9:28 p.m., the Board returned to open session. President Corzine called the open session to order.

The following Trustees were present in person: Corzine

Trustees present remotely via Zoom: Blank, Caudill, Hurst, Stamoolis, Stanonik, Steker

Absent:

Staff present in person: Interim Executive Director Christianson, M. Creel

Staff present via Zoom: D. Bryzelak, C. Pedersen

Guest present via Zoom:

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)

16. ADJOURNMENT

At 9:29 p.m. Trustee Blank moved.

“TO ADJOURN.”

Trustee Caudill seconded the motion and it carried on a unanimous voice vote of Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, Stamoolis, Stanonik, Steker

ABSENT (0):

ABSTAIN (0):



Crystal Steker, Secretary

Approved at the next Regular Meeting of November 17, 2020



Eric Corzine, President

REGULAR MEETING MINUTES**September 15, 2020****6:00 p.m.****Blended Remote (via Zoom) /
In Person Meeting at Ela Area Public Library**

Members of the public can listen by phone or view/listen online to the meeting using Zoom (zoom.us). Members of the public will be able to comment via Zoom during the Public Comment period. Public comments can also be emailed to the Board via email at public.comments@eapl.org. Comments for the Meeting that are received by 1pm Tuesday, September 15th will be read during the Public Comment period.

- Please click the link below to join the webinar:
<https://us02web.zoom.us/j/84301076917?pwd=aFZNT21HVnNnckVCbDVYaDNwRzJVZz09>
Password: 851953
- For those who want to listen via phone, please use the following telephone number:
888 475 4499 (Toll Free) or 877 853 5257 (Toll Free)
When prompted, dial Webinar ID: 843 0107 6917

1. REGULAR MEETING – CALL TO ORDER

At 6:01 p.m. President Corzine called the Regular Meeting to order.

2. A. ROLL CALL

Trustees present in person: Corzine

Trustees present remotely via Zoom: Blank, Caudill, Hurst, Stamoollis, Steker

Absent:

Staff present in person: Interim Executive Director Christianson

Staff present via Zoom: D. Bryzelak, M. Creel, S. Hyson, N. Ziarnik, N. Chiappetta, C.

Wagner, Gus Palas

Guest present in person: Jeanette Stanonik

Guest present via Zoom:

B. NOMINATION OF APPOINTEE TO FILL VACANT SEAT ON THE BOARD

President Corzine spoke positively regarding the strength and enthusiasm of the candidates who applied for the open trustee position created by the resignation of Trustee Ken Fuller. Following an interview process, the Board chose Jeanette Stanonik to fill the vacancy.

C. OATH OF OFFICE FOR APPOINTED TRUSTEE

President Corzine swore in Jeanette Stanonik, under oath, as a Trustee in the presence of the Notary Public, Gus Palas.

D. ROLL CALL

Trustees present in person: Corzine, Stanonik

Trustees present remotely via Zoom: Blank, Caudill, Hurst, Stamoolis, Steker

Absent:

Staff present in person: Interim Executive Director Christianson

Staff present via Zoom: D. Bryzelak, M. Creel, S. Hyson, N. Ziarnik, N. Chiappetta, C.

Wagner, G. Vafai

Guest present in person:

Guest present via Zoom: S. Harrod, John Barrington, Ela Township Assessor

3. PUBLIC COMMENT

S. Harrod wrote in that on the July 21, 2020 Regular Meeting Minutes, it should state NONE under public comments.

4. ADJUSTMENTS TO THE AGENDA

To move 14B. **Discussion of Assessment Appeal Process with Lake County Assessor's Office to before 10. Executive Director's Report.**

5. CONSENT AGENDA

A. Approval of the Minutes of the Regular Meeting July 21, 2020 (Document)

B. Approval of the Minutes of the Executive Session Meeting July 21, 2020 (Document)

C. Approval of the Minutes of the Executive Director Search Committee Meeting July 27, 2020 (Document)

D. Approval of the Minutes of the Executive Session Meeting July 27, 2020 (Document)

E. Approval of the Minutes of the Executive Director Search Committee Meeting July 28, 2020 (Document)

F. Approval of the Minutes of the Executive Session Meeting July 28, 2020 (Document)

G. Approval of the Minutes of the Policy Committee Meeting August 24, 2020 (Document)

H. Approval of the Minutes of the Executive Director Search Committee Meeting August 31, 2020 (Document)

I. Approval of the Minutes of the Executive Session Meeting August 31, 2020 (Document)

J. Approval of the Minutes of the Executive Director Search Committee Meeting September 1, 2020 (Document)

K. Approval of the Minutes of the Executive Session Meeting September 1, 2020 (Document)

L. Approval of the Minutes of the Trustee Vacancy Committee Meeting September 8, 2020 (Document)

M. Approval of the Minutes of the Executive Director Search Committee Meeting September 14, 2020 (Document)

N. Approval of the Minutes of the Executive Session Meeting September 14, 2020 (Document)

Trustee Caudill moved:

"To Approve the Consent Agendas A-K."

Trustee Blank seconded the motion and it carried on a majority roll call vote of all Trustees present.

AYES (6): Blank, Caudill, Corzine, Hurst, Stamoolis, Steker

ABSENT (0):

ABSTAIN (1): Stanonik

6. APPROVAL OF ITEMS MOVED FROM CONSENT AGENDA

Items L, M, N were removed from the consent agenda. Items M and N will be submitted for approval at the October Regular meeting of the Board of Trustees.

Item L listed Trustee Stamoolis as being present in person and via zoom. The minutes were corrected to reflect his attendance in person only.

Trustee Stamoolis moved:

“To Approve the minutes of the Trustee Vacancy Committee Meeting September 8, 2020 as corrected.”

Trustee Hurst seconded the motion and it carried on a majority roll call vote of all Trustees present.

AYES (6): Blank, Caudill, Corzine, Hurst, Stamoolis, Steker

ABSENT (0):

ABSTAIN (1): Stanonik

7. TRUSTEE REPORTS/COMMENTS

Trustee Caudill reminded the Trustees about the ILA Virtual Conference. There is still time for Early Bird Registration.

Trustee Blank commented favorably on the Annual Report.

Trustee Stanonik commented on level of collaboration and the leadership of Interim Director Christianson she observed in the reports.

8. TREASURER’S REPORT

A. July 2020 (Document)

Trustee Caudill moved:

“To Approve the July 2020 Expenditures as Authorized with the Balance of the Reports to Be Filed For Audit.”

Trustee Blank seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, Stamoolis, Stanonik, Steker

ABSENT (0):

ABSTAIN (0):

B. August 2020

Trustee Caudill moved:

“To Approve the August 2020 Expenditures as Authorized with the Balance of the Reports to Be Filed For Audit.”

Trustee Blank seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, Stamooolis, Stanonik, Steker

ABSENT (0):

ABSTAIN (0):

9. CORRESPONDENCE AND COMMUNICATIONS

A. 2019-2020 Annual Report

The Annual Report was provided to the Board for review.

14 B. Discussion of Assessment Appeal Process with Lake County Assessor’s Office

Mr. John Barrington, the Ela Township Assessor, provided an overview of the property tax appeals process and outlined a potential opportunity for the library to participate with other local taxing bodies to protect assessed tax income.

The Board agreed to add this item to the October agenda to hear additional information Mr. Barrington plans to gather on this initiative.

10. EXECUTIVE DIRECTOR’S REPORT

A. July & August 2020

Interim Executive Director Christianson reviewed the reports and also highlighted the following items:

- Footnotes is returning and the October/November edition will hit mailboxes at the end of this month.
- October 5th, the Library is hosting an Outdoor Voter Registration Event
- October 10th, the popular Shredder Event will take place outside of the Library.
- The Blood Drive was a success and we exceeded our goal of 24 units and donated 29 units.
- Sunday hours have returned, and the book drop is now open 24/7.
- Soft launch of the Notary Services have begun as well.
- Mentioned seal coating of the parking lot. J. Carranza received several bids and would like to use Total Paving, but they cannot complete the project until Spring. The Library will not need to close during this process.

B. IPLAR

Interim Executive Director Christianson reviewed the Illinois Public Library Annual Report (IPLAR) that is required by the State.

11. STANDING COMMITTEE REPORTS

A. Building & Grounds Committee: No Report

- B. Finance Committee: No Report**
- C. Nominating Committee: No Report**
- D. Personnel Committee: No Report**
- E. Policy Committee:**

The Policy Committee met to review the Staff Recognition Guidelines. The work from the Policy Committee was referred to the By Laws Committee for further review with plans to bring the changes back to the full Board of Trustees at the October or November Regular meeting.

- F. Bylaws Committee: No Report**
- G. Executive Director Search Committee of the Whole:**
The search is still ongoing.

12. SPECIAL COMMITTEE REPORTS

None

13. UNFINISHED BUSINESS

None

14. NEW BUSINESS

A. Selection of Vice President

President Corzine nominated Cindy Blank as Vice President to fill the vacancy due to the resignation of Trustee Ken Fuller.

Trustee Caudill moved:

“To Approve Trustee Cindy Blank as Vice President until May 2021.”

Trustee Stamoolis seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, Stamoolis, Stanonik, Steker

ABSENT (0):

ABSTAIN (0):

B. Approval of 2019-2020 Amended Budget & Appropriations Ordinance

Executive Interim Director Christianson explained the suggested amendments for the 2019-2020 Budget & Appropriations Ordinance.

Trustee Caudill moved:

“To Approve Ordinance 20-09-01 An Ordinance Amending The Appropriation Ordinance For The Fiscal Year Beginning July 1, 2019 And Ending On June 30, 2020.”

Trustee Stamoolis seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, Stamoolis, Stanonik, Steker

ABSENT (0):

C. Approval of 2020-2021 Budget & Appropriations Ordinance

Executive Interim Director Christianson explained the 2020-2021 Budget & Appropriations Ordinance. She noted the slight change to the Public Notice wording the attorneys added due to the current COVID situation.

Trustee Caudill moved:

“To Approve Ordinance 20-09-02 Combined Annual Budget And Appropriation Ordinance For Library Purposes For The Fiscal Year 2020-2021.”

Trustee Stanonik seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, Stamoolis, Stanonik, Steker

ABSENT (0):

D. Discussion of Investment Policy

The Board discussed and reviewed the changes recommended by the attorneys based on the revisions the Board requested last meeting.

Trustee Stamoolis moved:

“To Approve the Investment Policy with A Reviewed and Revised Date of September 2020 with the Sole Additional Correction on Page 6.”

Trustee Caudill seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, Stamoolis, Stanonik, Steker

ABSENT (0):

E. Discussion of Library Hours for Election Day November 3, 2020

Interim Executive Director Christianson explained the logistics of using the meeting room space for Election Day and recommended to the Board that the building close but the drive-up window remain open in order to safely accommodate the election.

Trustee Hurst moved:

“To Approve the Modified Hours, Closing November 2nd at 5pm, Closed on Election Day, November 3rd and Reopening on November 4th at 10am. During That Time the Drive-Up Window Will Remain Open for Normal Business Hours.”

Trustee Stamoolis seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, Stamoolis, Stanonik, Steker

ABSENT (0):

F. Discussion of 2019-2020 and 2020- 2021 Action Plan

Interim Executive Director Christianson provided a review of the 2019-2020 Action Plan and explained the additions to the 2020-2021 plan. The Board agreed with the changes but decided to leave the plan as a living document until a new Executive Director is hired.

G. Discussion of Board Self-Evaluation

The Board reviewed and discussed the results of the Board Self-Evaluation.

H. Discussion of Per Capita Grant Requirements for FY 20/21

No information is published at this time but will continue to show up on the agenda until we have more information.

I. Discussion of CARES Act

Interim Executive Director Christianson explained the CARES Act and how libraries can apply for refunds for COVID related expenses. The first request date is October 15, 2020.

Trustee Stamoolis moved:

“To Approve the Intergovernmental Agreement COVID 19 Relief fund.”

Trustee Caudill seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, Stamoolis, Stanonik, Steker

ABSENT (0):

J. Discussion of COVID-19 Response Plan

No new updates were provided aside from information given in the Director’s Report.

K. Approval of Trustee Expense Reports

None

L. Building and Grounds Critical Issues

None

15. A. EXECUTIVE SESSION FOR THE DISCUSSION OF PERSONNEL MATTERS 5ILCS 120/2(c)(1)

At 9:09 p.m., Trustee Blank moved:

“To Go into Executive Session for The Discussion Of Personnel Matters 5ILCS 120/2 (c)(1).”

Trustee Caudill seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, Stamoolis, Stanonik, Steker

ABSENT (0):

ABSTAIN (0):

At 9:48 p.m., the Board returned to open session. President Corzine called the open session to order.

The following Trustees were present in person: Corzine, Stanonik

Trustees present remotely via Zoom: Blank, Caudill, Hurst, Stamoolis, Steker

Absent:

Staff present in person: Interim Executive Director Christianson,

Staff present via Zoom: M. Creel, N. Chiappetta

Guest present via Zoom:

- 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)**

16. ADJOURNMENT

At 9:50 p.m. Trustee Stamoolis moved.

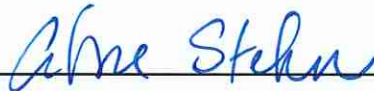
“TO ADJOURN.”

Trustee Hurst seconded the motion and it carried on a unanimous voice vote of Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, Stamoolis, Stanonik, Steker

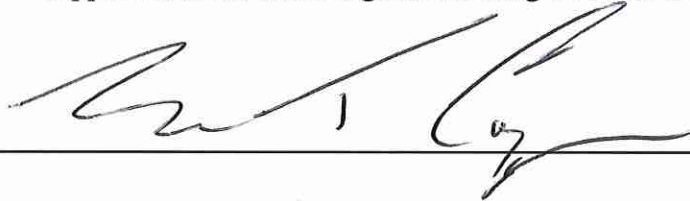
ABSENT (0):

ABSTAIN (0):



Crystal Steker, Secretary

Approved at the next Regular Meeting of October 20, 2020



Eric Corzine, President

REGULAR MEETING MINUTES

September 21, 2021

6:00 p.m. Meeting Room

Members of the public are welcome to attend in person, or you can view the meeting online via:

<https://us02web.zoom.us/j/82942396290?pwd=ZTdIZ2FxC8wMWg0UHF4N1piRGxPZz09>

- Passcode: 353569
- For those who want to listen via phone, please use the following telephone number:
888 475 4499 (Toll Free) or 877 853 5257 (Toll Free)
When prompted, dial Webinar ID: 829 4239 6290

1. REGULAR MEETING – CALL TO ORDER

At 6:00 p.m. President Steker called the Regular Meeting to order.

2. ROLL CALL

Trustees present in person: Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

Absent:

Staff present in person: Executive Director L. Rosenthal, E. Christianson, M. Povilonis, M. Creel

Staff viewing via Zoom: N. Ziarnik, C. Pedersen

Guest present in person: S. Harrod

3. ADJOURN TO BUDGET AND APPROPRIATION HEARING

At 6:01 p.m. Trustee Blank moved:

“TO ADJOURN to Budget and Appropriation Hearing.”

Trustee Caudill seconded the motion and it carried on a unanimous voice vote of Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

ABSENT (0):

ABSTAIN (0):

4. ROLL CALL

At 6:07 p.m. President Steker called the Regular Meeting back to order.

Trustees present in person: Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

Absent:

Staff present in person: Executive Director L. Rosenthal, E. Christianson, M. Povilonis, M. Creel

Staff viewing via Zoom: N. Ziarnik, C. Pedersen

Guest present in person: S. Harrod

5. PUBLIC COMMENT

Scott Harrod noted he appreciates that wifi hotspots now circulate for three weeks. He was unable to locate the FOIA policy or form on the new website. He noted that he had submitted a FOIA request via email but the response was not sent to his preferred email but rather as a reply to the request. He noted that the website lists the phone numbers for the Director and Assistant Director in reverse. And he noted that he would like the board packet to be posted online.

6. ADJUSTMENTS TO THE AGENDA

None

7. CONSENT AGENDA

A. Approval of the Minutes of the Regular Meeting July 20, 2021 (Document)

Trustee Hurst moved:

“To Approve the Consent Agenda As Presented.”

Trustee Caudill seconded the motion and it carried on a unanimous voice vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

ABSENT (0):

ABSTAIN (0):

8. APPROVAL OF ITEMS MOVED FROM CONSENT AGENDA

N/A

9. TRUSTEE REPORTS/COMMENTS

Trustee Blank noted her admiration for the Library of Things. Trustee McCauley noted the excellent service she received from the Circulation and Information Services departments. President Steker noted her appreciation for the new website and the thoughtful Trustee comments in the latest Footnotes. Trustee Caudill shared the sentiment on the new website, noted that she was able to access the FOIA policy and forms on the website, expressed appreciation for Nick Chiappetta and Director Rosenthal for assistance during ILA Trustee Forum, noted the new issue of ILA Reporter includes new members Trustees Silcroft and McCauley, mentioned micro-pantries as a valuable service, and updated on the status of the Library Foundation. Trustee Silcroft noted her appreciation for the many programs available in Footnotes. Trustee Hurst noted her appreciation for the accessibility of programs on the new website.

10. TREASURER’S REPORT

A. July 2021 (Document)

B. August 2021(Document)

Trustee Caudill moved:

“To Approve the July and August 2021 Expenditures As Authorized With The Balance Of The Reports To Be Filed For Audit.”

Trustee Corzine seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

ABSENT (0):

ABSTAIN (0):

Treasurer Blank discussed how the expenditures were tracking to the budget for July and August. Director Rosenthal noted that investment interest in July and August was accrued in June, so investments only booked Market Value Adjustments without offsetting Interest revenue, but for the rest of the fiscal year we will see interest that will exceed adjustments. Treasurer Blank also explained the July and August financial reports, noting the difference between Deferred Property Taxes (liability) and Property Taxes Receivable (asset) on the balance sheets.

11. CORRESPONDENCE AND COMMUNICATIONS

A. FY2021 Annual Report

Trustees liked the bound annual report. Moving forward, we will continue to create this document and save a copy in the fire-proof cabinet.

12. EXECUTIVE DIRECTOR'S REPORT

A. July & August 2021 (Document)

Director Rosenthal gave a tentative timeline for the library remodel project and described how Google Street View filming had gone.

B. TIF reimbursement request (Document)

Director Rosenthal reviewed the TIF request letters that would be submitted to the Village of Lake Zurich and the TIF process was discussed.

C. Action Plan 2021-2022 (Document)

Assistant Director Christianson is updating the Action Plan to keep the board abreast of progress on the various initiatives.

13. STANDING COMMITTEE REPORTS

A. Building & Grounds Committee: No Report

B. Finance Committee: No Report

C. Nominating Committee: No Report

D. Personnel Committee: No Report

E. Policy Committee: No Report

F. Bylaws Committee: No Report

G. Executive Director Review Committee: No Report

14. SPECIAL COMMITTEE REPORTS

None

15. UNFINISHED BUSINESS

None

16. NEW BUSINESS

A. Approval of 21-07-01 Budget and Appropriation Ordinance (Document + Action)

Following the Board's approval of the FY2022 Working Budget in June, the next step on the

fiscal calendar is approval of the FY2022 B&A. In compliance with Illinois Budget Law, 50 ILCS 330/1 et. Seq., as amended, as well as Illinois Public Library District Act 75 ILCS 16/30-85, all Illinois municipal corporations are required to adopt an Annual Budget and Appropriation Ordinance (B&A) by the end of the first quarter of the fiscal year. The B&A outlines the objects and purposes of expenditures and specifies the maximum amount which can be legally expended by the Library in the current Fiscal Year if sufficient funds are available. Prior to passage of a Final B&A, a public hearing must be held. That hearing was held Tuesday, September 21, 2021 at 6:00 pm.

A draft of the B&A, known as the Tentative B&A, must be available to the public for a minimum of 30 days prior to the hearing, which was completed; the document has been available both on the library's website and on the public notice bulletin board at the front of the Library. This Appropriation represents 5% above the working budget for personnel and 10% for everything else. These amounts will enable the Library to be able to operate smoothly, allowing for some cushion for expenditures within their buckets. We may decide to spend more on books and less on DVDs, which is permitted within the "Materials" appropriation line item. The Appropriation will pave the way for the Levy request this fall, which will fund FY22/23 expenditures. This fall's Levy is not expected to exceed a 5% increase over funds received for the current year so will not trigger the black box advertisement.

Trustee Silcroft moved:

"I move to Approve Ordinance 21-07-01 Budget and Appropriation in the amount of \$6,864,060 for Fiscal Year 2021-2022 as presented." Trustee Caudill seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

ABSENT (0):

ABSTAIN (0):

B. Travel Reimbursement Policy (Document + Action)

Public Act 099-0604, effective January 1, 2017, established the Local Government Travel Expense Control Act which required all non-home rule units of local government to adopt by resolution or ordinance a policy governing reimbursement of all travel, meal, and lodging expenses of officers and employees. The Ela Library passed resolution 2016-10-2 to comply with this requirement. The new policy that was attached to the resolution, however, was never added to the Policy Manual so it has not been reviewed since its passage in 2016. With this revision, a suggested update on the language is recommended, along with standardizing the policy for the Library's policy manual. This updated 2.4 policy will be included with others on the Library's website.

Trustee Blank moved:

"I move to approve revisions to library board policy 2.4 Travel and Expense Reimbursement with a reviewed and revised date of 9/2021." Trustee Caudill seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

ABSENT (0):
ABSTAIN (0):

C. Outdoor Digital Sign Policy (Document + Action)

Trustee Blank moved:

“I move to approve library board policy 1.9 Outdoor Digital Sign with no changes and a reviewed date of 9/2021.” Trustee Caudill seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

ABSENT (0):

ABSTAIN (0):

D. Circulation Policy (Document + Action)

The Assistant Director and Circulation Department Head reviewed and revised the Circulation Policy. The update includes all card types (resident, non-resident taxpayer / business, teacher, and staff) in the board-approved policy. Business and Teacher cards have always been incorporated into Circulation Procedures, and this revision adds language on Staff cards as well. Procedures were also updated for categories of materials and to clarify language.

Trustee Corzine moved:

“I move to approve updates to library board policy 2.1 Circulation Policy with a reviewed and revised date of 9/2021.” Trustee McCauley seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

ABSENT (0):

ABSTAIN (0):

E. Employee Handbook Updates (Document + Action)

Current paid time off policies are extraordinarily labor-intensive, requiring the HR Manager to manually calculate accrual amounts for employees individually. It is recommended that we standardize accrual amounts so paid time off can be calculated automatically by our payroll provider. The update enables this efficiency. The first section 3.1 clarifies which employees are eligible to earn paid time off. The sections in 5.0 details how accruals will be calculated moving forward.

Trustee Blank moved:

“I move to approve updates to the Employee Handbook as presented in Exhibit 16.E.” Trustee Caudill seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

ABSENT (0):

ABSTAIN (0):

F. Changing 457(b) plan providers (Document at meeting + Action)

Mission Square’s proposal significantly reduces the amount of administrative fees employees pay. For example, staff currently investing in Nationwide’s S&P 500 Index fund are paying .45% fund fees plus .8% administrative fees every year – for a \$10,000 investment that means Nationwide gets \$125 of their money every year. Mission Square will waive the administrative fees entirely, so staff will only pay .31% in fund fees for the iShares S&P 500 Index fund – for the same \$10,000 investment Mission Square will only get \$31.

Trustee Corzine moved:

“I move to adopt Resolution 21-09-01 authorizing Mission Square as the Library’s 457 plan provider.” Trustee Silcroft seconded the motion and it carried on a unanimous roll call vote of all Trustees present.

AYES (7): Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

ABSENT (0):

ABSTAIN (0):

G. Approval of Trustee Expense Reports (Action)

None

H. Building and Grounds Critical Issues (Action)

None

17.

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

18. ADJOURNMENT

At 7:10 p.m. Trustee Hurst moved:

“TO ADJOURN.”

Trustee Caudill seconded the motion and it carried on a unanimous voice vote of Trustees present.

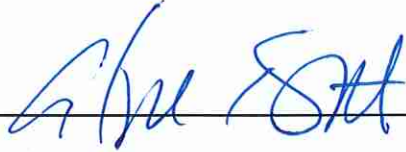
AYES (7): Blank, Caudill, Corzine, Hurst, McCauley, Silcroft, Steker

ABSENT (0):

ABSTAIN (0):



Cathy McCauley, Secretary
Approved at the next Regular Meeting of October 19 2021



Crystal Steker, President

