

**Crystal Lake Public Library
Board of Trustees**

Minutes Virtual Zoom Meeting – May 20, 2020

I. Call to Order: The Virtual Zoom Meeting of the Crystal Lake Public Library Board of Trustees was called to order by President Chuck Ebann at 7:20 p.m. [delay in starting the meeting due to technical difficulties experienced by one Trustee]

II. Roll Call:

Present: James Becker, Bonita Drew, Chuck Ebann, John Engebretson (by phone), Alice Fellers, Stacey Lorenz, Cary Waxler, William Weller

Absent: none

Staff Present: Kathryn I. Martens, Library Director; Karen Migaldi, Assistant Director; Ann Pontarelli, Recording Secretary; Teri Galluzzi, Business Manager; Stephanie Price, Public Relations Coordinator; Becky Fyolek, Head of Youth Services; Julie Gibson, Head of Circulation Services; Penny Ramirez, Head of Technical & Automation Services; Nancy Weber, Head of Adult Services

III. Public Comment: none

IV. Board Development – RAILS Trustee Webinar on COVID-19, on 5/14/20. Several Board members attended the webinar and found it very valuable and interesting; insights were shared.

V. Approval of minutes of previous meeting(s) –It was moved by James Becker and seconded by Cary Wexler to approve the minutes of April 15, 2020 and Special Meeting of May 6, 2020.

Roll Call:

Aye: James Becker, Bonita Drew, Chuck Ebann, John Engebretson, Alice Fellers, Stacey Lorenz, Cary Waxler, William Weller

Nay: none

Absent: none

Abstain: none

Motion Passed.

VI. Committee and Board Member Reports: none

VII. Financial Reports – It was moved by William Weller and seconded by Bonita Drew to approve the Financial Reports for FY 19/20 as of April 30, 2020.

Roll Call:

Aye: James Becker, Bonita Drew, Chuck Ebann, John Engebretson, Alice Fellers, Stacey Lorenz, Cary Waxler, William Weller

Nay: none

Absent: none

Abstain: none

Motion Passed.

VIII. Approval of Disbursements: It was moved by Stacey Lorenz and seconded by William Weller to approve the disbursements in the total amount of \$411,250.16 as follows:

	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>Total</u>
Operating Fund	\$206,574.23	\$62,272.62	\$268,846.85
IMRF/FICA Funds	35, 154.32	1,915.30	37,069.62
Construction & Repair	2,944.72	22,554.97	25,499.69
Special Reserve Funds	58,584.25	9,114.00	67,698.25
Per Capita Funds	12,135.75	0.00	12,135.75
Grand Total:	\$315,393.27	\$95,856.89	\$411,250.16

Roll Call:

Aye: James Becker, Bonita Drew, Chuck Ebann, John Engebretson, Alice Fellers, Stacey Lorenz, Cary Waxler, William Weller

Nay: none

Absent: none

Abstain: none

Motion Passed.

IX. Board Action:

- A. Reopening Plan: It was moved by Chuck Ebann and seconded by Cary Wexler to approve Library Resolution No. 2021-1, Resolution on Transitioning to Reopening the Library, as amended. Discussion ensued.

Roll Call:

Aye: James Becker, Bonita Drew, Chuck Ebann, John Engebretson, Alice Fellers, Stacey Lorenz, Cary Waxler, William Weller

Nay: none

Absent: none

Abstain: none

Motion Passed.

- X. Board Discussion:** The Assistant Director reported that recent heavy rains disclosed possible rain ingress at some beacon area and computer lab windows that will be addressed along with other building upgrade matters. There were no roof leaks this time.

- XI. Staff Reports:** Staff reported on various aspects of Virtual CLPL services.

XII. Adjournment: It was moved by William Weller and seconded by Cary Wexler to adjourn at 9:11 p.m.

Roll Call:

Aye: James Becker, Bonita Drew, Chuck Ebann, John Engebretson, Alice Fellers, Stacey Lorenz, Cary Waxler, William Weller

Nay: none

Absent: none

Abstain: none

James Becker, Secretary

**Crystal Lake Public Library
Resolution No. 2021-1**

Resolution on Transitioning to Reopening the Library

WHEREAS, the coronavirus (Covid-19) pandemic has impacted all our lives in unprecedented ways; and

WHEREAS, we are now challenged with additional responsibilities for protecting the health and safety of our patrons and our employees; and

WHEREAS, the Library Staff has always planned, evaluated, and adapted the formats, means and methods of providing essential public library services to our community; and

WHEREAS, the Restore Illinois plan lays out benchmarks that can be used as guidelines for evaluating the Crystal Lake Library building and its ability to comply with safety requirements; and

WHEREAS, the Library Staff has developed a Transition Plan – COVID-19 that lays out a process for moving towards complete restoration of on-site library services;

NOW, THEREFORE, the Board of Library Trustees resolves that the Library Director and Library Management Team are authorized to implement the Transition Plan – COVID-19 and inform the Library Board promptly regarding the time and manner of its execution.

PASSED May 20, 2020 pursuant to roll call vote as follows:

AYES: James Becker, Bonita Drew, Chuck Ebann, John Engebretson, Alice Fellers, Stacey Lorenz, Cary Waxler, William Weller

NAYS: none

ABSTAIN: none

ABSENT: none

Charles K. Ebann, President
The Board of Library Trustees
of the City of Crystal Lake

ATTEST:

James Becker, Secretary
The Board of Library Trustees
of the City of Crystal Lake