

**Crystal Lake Public Library  
Board of Trustees**

Minutes Virtual Zoom Meeting – June 17, 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 7:02 p.m. President Ebann welcomed new Board member Rebecca Sisler. President Ebann also congratulated Personnel Committee on the production of the Board video thanking the staff.

**II. Roll Call:**

**Present:** James Becker, Bonita Drew, Chuck Ebann, Alice Fellers, Stacey Lorenz, Rebecca Sisler, Cary Waxler, William Weller

**Absent:** John Engebretson

**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; staff members: Cheryl Budy, Melissa Higby, Shannon Niemann

**III. Public Comment:** none

**IV. Board Development – Update on curbside delivery.** Update was provided and overall consensus is that it is going very well.

**V. Approval of minutes of previous meeting(s) –It was moved by James Becker and seconded by William Weller to approve the minutes of May 20, 2020 with the revision to the Resolution as amended.**

**Roll Call:**

**Aye:** James Becker, Bonita Drew, Chuck Ebann, Alice Fellers, Stacey Lorenz, Rebecca Sisler, Cary Waxler, William Weller

**Nay:** none

**Absent:** John Engebretson

**Abstain:** none

**Motion Passed.**

**VI. Committee and Board Member Reports:** Included in the packet were minutes from the Planning/PR Committee meeting on 5/29, the Personnel Committee meeting on 5/29, and the Facilities Committee meeting on 6/1.

**VII. Financial Reports –**

- A. **FY 19/20:** It was moved by Cary Waxler and seconded by William Weller to approve the Financial Reports for FY 19/20 as of May 31, 2020.

**Roll Call:**

**Aye:** James Becker, Bonita Drew, Chuck Ebann, Alice Fellers, Stacey Lorenz, Rebecca Sisler, Cary Waxler, William Weller

**Nay:** none

**Absent:** John Engebretson

**Abstain:** none

**Motion Passed.**

- B. **FY 20/21:** It was moved by William Weller and seconded by Cary Waxler to approve the Financial Reports for FY 20/21 as of May 31, 2020.

**Roll Call:**

**Aye:** James Becker, Bonita Drew, Chuck Ebann, Alice Fellers, Stacey Lorenz, Rebecca Sisler, Cary Waxler, William Weller

**Nay:** none

**Absent:** John Engebretson

**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 \$295,529.45 as follows:

	<u>FY 19/20</u>	<u>FY 20/21</u>	<u>Total</u>
Operating Fund	\$1,984.12	\$241,086.60	\$243,070.72
IMRF/FICA Funds	0.00	38,040.84	38,040.84
Construction & Repair	0.00	804.14	804.14
Special Reserve Funds	0.00	13,613.75	13,613.75
<b>Grand Total:</b>	<b>\$1,984.12</b>	<b>\$293,545.33</b>	<b>\$295,529.45</b>

**Roll Call:**

**Aye:** James Becker, Bonita Drew, Chuck Ebann, Alice Fellers, Stacey Lorenz, Rebecca Sisler, Cary Waxler, William Weller

**Nay:** none

**Absent:** John Engebretson

**Abstain:** none

**Motion Passed.**

## X. Board Action:

### A. Policy Updates:

1. **Ethics Ordinance** – The Library Board falls under the City’s Ethics policy. It was noted that the updated version of the City’s Ethics policy will replace the older Ordinance in the CLPL policies.
2. **Policy Prohibiting Harassment, Discrimination and Retaliation - It was moved by William Weller and seconded by Stacy Lorenz to approve the revision to the Policy Prohibiting Harassment, Discrimination and Retaliation**

#### **Roll Call:**

**Aye:** James Becker, Bonita Drew, Chuck Ebann, Alice Fellers, Stacey Lorenz, Rebecca Sisler, Cary Waxler, William Weller

**Nay:** none

**Absent:** John Engebretson

**Abstain:** none

**Motion Passed.**

- ### B. Insurance Package – renewal for FY20/21: A question and brief discussion ensued. **It was moved by William Weller and seconded by Cary Waxler to approve the Insurance Package renewal for FY 20/21 effective July 8, 2020 and August 15, 2020 through Lamb, Little & Co. at a total cost of \$32,708.**

#### **Roll Call:**

**Aye:** James Becker, Bonita Drew, Chuck Ebann, Alice Fellers, Stacey Lorenz, Rebecca Sisler, Cary Waxler, William Weller

**Nay:** none

**Absent:** John Engebretson

**Abstain:** none

**Motion Passed.**

### C. Nonresident Fee:

1. There was discussion regarding recently approved legislation that will require public libraries to provide library cards to children, who qualify for the free or reduced lunch program, and live in an unserved area at no cost. The application of the law is now going through the rule making process which will inform CLPL and other public libraries exactly how this new law is to be applied in practice. Rules are due out in fall 2020 at the earliest.
2. Annual review and decision on participation in Nonresident Fees cards. **It was moved by William Weller and seconded by Stacey Lorenz to opt IN on selling Nonresident Cards using the tax bill method for the period 7/1/20-6/30/21.**

#### **Roll Call:**

**Aye:** James Becker, Bonita Drew, Chuck Ebann, Alice Fellers, Stacey Lorenz, Rebecca Sisler, Cary Waxler, William Weller

**Nay:** none

**Absent:** John Engebretson

**Abstain:** none

**Motion Passed.**

D. Annual Reports for FY 19/20:

1. CLPL Review – this item was tabled until the July Board meeting.
2. Illinois Public Library Annual Report (IPLAR): **It was moved by Bonnie Drew and seconded by Cary Waxler that**
  - **This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10**
  - **The FY 19/20 IPLAR is essential and correct**
  - **The Library Director, Board President, and Board Secretary are authorized to execute the document**
  - **The Library Director is authorized to submit the FY 19/20 IPLAR, as amended, to the Illinois State Library.**

**Roll Call:**

**Aye:** James Becker, Bonita Drew, Chuck Ebann, Alice Fellers, Stacey Lorenz, Rebecca Sisler, Cary Waxler, William Weller

**Nay:** none

**Absent:** John Engebretson

**Abstain:** none

**Motion Passed.**

- E. Nominating Committee for FY 20/21 officers: Board President Ebann appointed William Weller and John Engebretson as the Nominating Committee. Nominations should be send to the Nominating Committee for the election of Officers at the 7/15/2020 meeting.

**XI. Board Discussion:** There was discussion regarding reopening options and potential issues. Discussion included building ventilation improvement, furniture spacing and cleaning issues, building occupancy limits, screen barriers for staff, and materials quarantine time.

**XII. Staff Reports:** The Board applauded the efforts of the staff during this unprecedented time.

**XIII. Adjournment:** It was moved by William Weller and seconded by Bonnie Drew to adjourn at 8:47 p.m.

**Roll Call:**

**Aye:** James Becker, Bonita Drew, Chuck Ebann, Alice Fellers, Stacey Lorenz, Rebecca Sisler, Cary Waxler, William Weller

**Nay:** none

**Absent:** John Engebretson

**Abstain:** none