

**Crystal Lake Public Library  
Board of Trustees**

Minutes Virtual Zoom Meeting – July 15, 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 7:22p.m.

**II. Roll Call:**

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

**Staff Present:** Kathryn I. Martens, Library Director; Karen Migaldi, Assistant Director; Ann Pontarelli, Recording Secretary; Teri Galluzzi, Business Manager; Stephanie Price, Public Relations Coordinator; Julie Gibson, Head of Circulation Services; Nancy Weber, Head of Adult Services; staff members: Laura Birr, Cheryl Budy, Lois Ferraro, Melissa Higby, Natalie King, Susan Lalor, Diane Landon, Alisha Mullen, Devaki Namboodiri, Shannon Niemann, Veronica Purker, Mary Robinson, Kirsten Schaefer, Mari Swift, Patricia Tetzlaff, Christine Ticknor, Marcia Tillman, Janet Windeguth

**Public Present:** Cate Welk, Corky Heath

**III. Public Comment:** Cate Welk and Corky Heath, members of the community, read their public comment and reiterated their position on the allowing the public to come inside the Library building.

**IV. Board Development – tracking form.** Update was provided and there was general discussion and questions as to when to use the form.

**V. Approval of minutes of previous meeting(s) –** There was reference of the Board Meeting being held virtually due to COVID-19. It was moved by James Becker and seconded by William Weller to approve the minutes of June 17, 2020.

**Roll Call:**

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

**Nay:** none

**Abstain:** none

**Motion Passed.**

**VI. Committee and Board Member Reports:** None.

**VII. Financial Reports –**

- A. **FY 19/20:** It was moved by Stacey Lorenz and seconded by Rebecca Sisler to approve the Financial Reports for FY 19/20 as of June 30, 2020.

**Roll Call:**

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

**Nay:** none

**Abstain:** none

**Motion Passed.**

- B. **FY 20/21:** It was moved by Bonnie Drew and seconded by John Engebretson to approve the Financial Reports for FY 20/21 as of June 30, 2020.

**Roll Call:**

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

**Nay:** none

**Abstain:** none

**Motion Passed.**

- VIII. **Approval of Disbursements:** It was moved by Stacey Lorenz and seconded by Chuck Ebann to approve the disbursements in the total amount of \$412,993.71 as follows:

	<u>FY 20/21</u>
Operating Fund	\$310,672.93
IMRF/FICA Funds	38,567.73
Construction & Repair	2,597.80
Special Reserve Funds	<u>61,155.25</u>
Grand Total:	\$412,993.71

**Roll Call:**

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

**Nay:** none

**Abstain:** none

**Motion Passed.**

**X. Board Action:**

- A. **Repairs Project 2020 – Schematic Design, Budget and Schedule approval.** Updated information and cost estimates was presented by Featherstone, Inc. Due to the changing environmental requirements brought on by COVID-19, the Library Director recommended that the Board approve moving forward with construction documents and bidding of the exterior repairs and HVAC repair/replacements at this time. A change of direction on the interior is necessary, again due to COVID, which scientists & health professionals tell us will be our reality for years ahead. Interior spaces for the public and the staff need to be reworked so that more people can safely be in the Library building at the same time.

**It was moved by John Engebretson and seconded by Cary Waxler to authorize Engberg Anderson and Featherstone, Inc. to proceed in an expedited manner, with construction documents and the competitive bidding phase for the exterior and HVAC repairs.**

**Roll Call:**

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

**Nay: none**

**Abstain: none**

**Motion Passed.**

- B. **Transition Plan: COVID-19 – Phases 4, 5, 6 – discussion & agreement:** The Library Director reported on current issues with a fragile, compromised HVAC systems. The extent of the issues came to the fore with the results from the Test and Balance report completed as part of the analysis needed to finalize construction/bid documents. The Library Director has been working with the Architect and Mechanical Engineers to understand the scope of the problem and identify possible temporary remediation measures, so that the building is safe for the staff and the public, until the HVAC can be properly repaired under the Repairs 2020 Project. The quality of air inside a building is a significant factor in mitigating the spread of COVID-19.

The first step is to upgrade filters to MERV-13 and then increase the amount of fresh air being brought in from the outside to mix with the air inside the building. The air volume can be increased on the 1984 and 1995 systems, but not on the 1965 system. Three HEPA filters will be rented and installed in the 1965 building to help with the air quality in that section, where much of the staff work is occurring in providing contact-free curbside delivery, checking-in returns, processing new materials, etc.

Along with the compromised HVAC system, limited numbers of staff can work at the same time due to the crowded conditions in staff work areas. Staff are divided into four Teams. Each Team works one day per week at the Library; Team sizes range from 12-15. This Team approach also provides the Library with the flexibility to keep services going – if one Team has to be quarantined due to COVID exposure, then another Team will assume responsibility for two days/week temporarily.

Staff is studying various options to provide hours when the public can come into the building for browsing the shelves and accessing computers. The goal is to add times for the public to be inside the Library to the services the Library is already providing – both virtually and curbside delivery, returns, processing new materials, etc.

- C. **Approve 2021 Calendars:** It was moved by John Engebretson and seconded by Bonnie Drew to approve the 2021 meeting dates for the Crystal Lake Library Board of Trustees and 2021 Scheduled Library Closing dates for the Crystal Lake Public Library.

**Roll Call:**

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

**Nay: none**

**Abstain: none**

**Motion Passed.**

- D. **Election of Officers for FY 20/21:** It was moved by Bonnie Drew and seconded by James Becker to close the nominations and elect the Slate of Officers for FY20/21 as presented by the Nominating Committee.

**Roll Call:**

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

**Nay:** none

**Abstain:** none

**Motion Passed.**

William Weller left the meeting at 9:05 p.m.

- XI. **Board Discussion:** There was discussion regarding WiFi users and staff Wifi use reported in the Annual Statistical Report FY 19/20.
- XII. **Staff Reports:** No discussion.
- XIII. **Adjournment:** It was moved by James Becker and seconded by John Engebretson to adjourn at 9:24 p.m.

**Roll Call:**

**Aye:** James Becker, Bonita Drew, Chuck Ebann, John Engebretson, Alice Fellers, Stacey Lorenz, Rebecca Sisler, Cary Waxler.

**Nay:** none

**Absent:** William Weller

**Abstain:** none

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James Becker, Secretary