

**Crystal Lake Public Library
Board of Trustees**

Minutes Virtual Zoom Meeting – August 19, 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 7:01p.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; Becky Fyolek, Head of Youth Services; Penny Ramirez, Head of Tech Services; Nancy Weber, Head of Adult Services; staff members: Laura Birr, Carrie Blomberg, Seanine Brady, Cheryl Budy, Sylvia Buehler, Dawn Dvorak, Lois Ferraro, Melissa Higby, Paul Juarez, Natalie King, Jamie Klinefelter, Diane Landon, Katy McCord, Katie Meyers, Alisha Mullen, Davaki Namboodiri, Shannon Niemann, Mary Beth O'Brien, Shannon Petty, Veronica Purker, Mary Robinson, Maggie Sances, Mari Swift, Christine Ticknor, Pat Tetzlaff, Ashlee Tominey

Public Present: None

III. Public Comment: None

IV. Board Development – sharing info from United for Libraries webinars. United for Libraries, the Trustee section of the American Library Association offered virtual training August 5th and 6th. Several Board members took advantage of the continuing education and commented on the validity of the innovative subject matters.

V. Approval of minutes of previous meeting(s) – It was moved by Cary Waxler and seconded by William Weller to approve the minutes of July 15, 2020, as amended with one numerical correction.

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. There was an announcement the Friends of Crystal Lake Public Library will be holding their annual Mum Sale on September 12. Since it cannot be held in person this year, vouchers will be distributed and redeemed directly at Countryside Nursery. There was positive discussion regarding attending Crystal Lake City Council Meeting and keeping the council members apprised of Library building issues.

VII. Financial Reports:

- A. **FY 20/21:** It was moved by William Weller and seconded by John Engebretson to approve the Financial Reports for FY 20/21 as of July 31, 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 Rebecca Sisler to approve the disbursements in the total amount of \$377,966.09 as follows:

	<u>FY 20/21</u>
Operating Fund	\$274,531.71
IMRF/FICA Funds	39,281.56
Construction & Repair	30,132.32
Special Reserve Funds	<u>34,020.50</u>
Grand Total:	\$377,966.09

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.

- IX. Communications.** There was communication from Roger Ritzman regarding recent legislation regarding the closing of the Library on Election Day, November 3, 2020. It is not clear yet if this new legislation includes public libraries.

X. Board Action:

- A. **Committee Appointments FY 20/21.** Trustee Fellers will replace Trustee Weller on the Governance Committee. There was discussion regarding the need for a Foundation Representative; Becky Sisler volunteered to serve in that capacity.

- XI. Board Discussion:** There was discussion regarding COVID-19 guidelines for public libraries and the proposed plan to implement a modified version of CLPL's transition Plan COVID-19, Phases 4-6, that will include controlled hours when the public can come inside the Library to browse the shelves and use self-checkout. Tours of the Library will be scheduled for the Board members so they better understand the air quality and spatial issues inside the Library under COVID-19.

- XII. Staff Reports:** There was discussion regarding the 2020 SRP program and the effects of COVID-19 on the program numbers.

XIII. Adjournment: There was a Motion to Adjourn to allow the Board to go into Executive Session. It was moved by William Weller and seconded by John Bonnie Drew to adjourn at 8:34 p.m.

Roll Call:

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

Nay: none

Absent:

Abstain: none

NOTE: Under normal circumstances when the Board can meet in person at the Library, the Board would adjourn to Executive Session, meet in Executive Session, then return to regular Session to vote on any actions and vote to adjourn the regular session. Since no votes were scheduled to happen after Executive Session, the regular meeting was adjourned prior to the Executive Session.

James Becker, Secretary