

**Crystal Lake Public Library  
Board of Trustees**

Minutes Virtual Zoom Meeting – September 16, 2020

Because of the COVID-19 and inadequate air flow inside the Library building the meetings of the Board of Trustees of the City of Crystal Lake and its committees are holding virtual meetings to consider essential business.

**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 7:02p.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, Cheryl Budy, Dawn Dvorak, Denise Faler, Lois Ferrero, Natalie King, Devaki Namboodiri, Mary Robinson, Christine Ticknor, Pat Tetzlaff

**Public Present:** None

**III. Public Comment: None**

**IV. Board Development – Collection Development.** There was discussion regarding weeding of the collection prior to the RFID tagging process. Reduced shelving height imposes significant reduction in collection size. Collection weeding is very intensive this year because it is normally done cyclically on about one third of the collection every three years.

**V. Approval of minutes of previous meeting(s)** – It was moved by John Engebretson and seconded by William Weller to approve the minutes of August 19, 2020, as amended with Item IV word change from “validity” to “relevancy”.

**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:** There was general discussion regarding the Library owned rental properties.
- VII. **Financial Reports:** It was moved by William Weller and seconded by John Engebretson to approve the Financial Reports for FY 20/21 as of August 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 John Engebretson and seconded by William Weller to approve the disbursements in the total amount of \$349,778.86 as follows:

	<u><b>FY 20/21</b></u>	
<b>Operating Fund</b>	<b>\$256,553.16</b>	
<b>IMRF/FICA Funds</b>	<b>38,467.75</b>	
<b>Construction &amp; Repair</b>	<b>17,695.89</b>	
<b>Special Reserve Funds</b>	<u><b>37,147.43</b></u>	
<b>Grand Total:</b>	<b>\$349,864.23</b>	
<b>(Less AT&amp;T Bill covered by existing credit)</b>		<b>(85.37)</b>
	<b>\$349,778.86</b>	

**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.** Communication arrived from Library Counsel Roger Ritzman on September 11, 2020, regarding PA 101-0642 that declared “November 3, 2020 shall be a state holiday known as 2020 General Election Day and shall be observed throughout the State.” It is not clear if the term “all government offices shall be closed” applied to public libraries. A clarification ruling is expected on October 15, 2020.

- X. **Board Discussion:** Discussion on the effectiveness of the present library operating schedule suggest a desire for longer hours, open on Fridays, and adding more appointments. Library patrons are awkward with the book drop process. Improving service is under consideration, but changes still need to meet staff and patron safety concerns that have been worked out for the existing schedule. William Weller commended the Library Director for her work to open the library in the midst of COVID-19 restrictions and building ventilation issues while

concurrently working with the architect and engineers on the building remediation project. Stacey Lorenz thanked the library and staff and all who participated in the Friends of the Library Mum Sale fundraiser.

- XII. Adjournment:** It was moved by John Engebretson and seconded by Cary Waxler to adjourn at 8:29 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:** none

**Abstain:** none

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James Becker, Secretary