

**Crystal Lake Public Library  
Board of Trustees**

Minutes Virtual Zoom Meeting – October 21, 2020

Because of the COVID-19 and inadequate air flow inside the Library building, the Board of Library Trustees of the City of Crystal Lake is holding a virtual meeting 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: Sharon Bell, Laura Birr, Cheryl Budy, Lois Ferrero, Melissa Higby, Natalie King, Devaki Namboodiri, Shannon Niemann, Veronica Purker, Mary Robinson, Mari Swift, Christine Ticknor, Pat Tetzlaff

**Public Present:** None

**III. Public Comment: None**

**IV. Board Development: None**

**V. Approval of minutes of previous meeting(s) – It was moved by John Engebretson and seconded by Cary Waxler to approve the minutes of September 16, 2020 and September 23, 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:** Stacey Lorenz noted she was not at the Facilities Committee meeting September 21, 2020. The RFID timeline should be attached to the Technology Committee minutes.

VII. **Financial Reports:** It was moved by John Engebretson and seconded by William Weller to approve the Financial Reports for FY 20/21 as of September 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 William Weller to approve the disbursements in the total amount of \$545,233.87 as follows:

	<u>FY 20/21</u>
Operating Fund	\$420, 148.94
IMRF/FICA Funds	57,590.58
Construction & Repair	2,779.32
Special Reserve Funds	<u>64,715.03</u>
Grand Total:	\$545,233.87

**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 discussion regarding The Voice publication and it will be made available to the Trustees on the Intranet.

X. **Board Action.**

**A. 1. FY 19/20 Operating Fund Balance.** It was moved by Bonnie Drew and seconded by William Weller to approve Library Resolution No. 2021-02 and to authorize the Board President and Secretary to execute the document and the Library Director to forward the information to the City of Crystal Lake.

**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.**

**A.2. FY 19/20 FICA Fund Balance.** It was moved by Cary Waxler and seconded by William Weller to approve Library Resolution No. 2021-03 and to authorize the Board President and Secretary to execute the document and the Library Director to forward the information to the City of Crystal Lake.

**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.**

**A.3. Working Cash Interest earned.** It was moved by Stacey Lorenz and seconded by William Weller to approve Library Resolution No. 2021-04 and to authorize the Board President and Secretary to execute the document.

**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 – Working Budget – revised.** It was moved by Cary Waxler and seconded by William Weller to approve the Revised FY 20/21 Working Budget.

There was general discussion regarding the salary line item and impacts of remote work.

**Roll Call:**

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

**Nay:** Alice Fellers

**Abstain:** none

**Motion Passed.**

**C. FY 20/21 Appropriation Resolution – revised.** It was moved by John Engebretson and seconded by Rebecca Sisler to approve Resolution No 2021-5, (FY 20/21 Revised Budget Resolution and Tax Levy) that Amends Library Resolution No. 1920-12 and authorize the Board President and Secretary to execute the document and the Library Director to forward to the City of Crystal Lake.

There was general discussion regarding the tax levy rate.

**Roll Call:**

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

**Nay:**

**Abstain:** none

**Motion Passed.**

**D. Repairs Project.**

**1. Engberg Anderson contract extension.** Joseph Huberty of Engberg Anderson gave a brief overview of the problematic air environment in the Library, COVID-19 mitigations, and the effect of anticipated improvements. Cary Waxler noted that at the Crystal Lake City Council meeting of October 20, 2020 he had presented to the Council an update on the Public Library Repairs Project during their Public Comment period.

**It was moved by Stacey Lorenz and seconded by William Weller to approve the Amendment to Professional Services Agreement with Engberg Anderson, Inc. for the 2020 Repairs project by \$60,000, bringing the total contract to \$310,000 plus reimbursable expenses, and authorize the Board President to sign the amendment.**

**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

**2. Featherstone, Inc. contract extension.** It was moved by James Becker and seconded by John Engebretson to approve the Supplemental Agreement to the Standard Form of Agreement Between the Crystal Lake Public Library and Featherstone, Inc. for the 2020 Repairs Project dated January 15, 2020 in the amount of \$83,240, bringing the total contract to \$355,780, plus reimbursable expenses, and authorize the Board President to sign the supplemental agreement.

**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

**3. Award Contracts.**

a). **RFID tagging.** It was moved by Cary Waxler and seconded by William Weller to approve the hiring of Backstage Library Works to tag and encode the Library's collection with new RFID tags, based on their Quote for On-Site Services dated October 12, 2020, including

1. a Total Estimated Project Cost of \$63,920.68
2. an additional allowance of 10% contingency for #3 under Terms and Conditions
3. authorization to disburse a check for 30% down payment, or \$19,177, as required per #4 under Terms and Conditions, and
4. authorization for the President of the Board of Library Trustees of the City of Crystal Lake to sign the proposal.

**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

b). **RFID equipment.** There was discussion regarding the bid and performance bond. It was noted \$28,780 can be paid for with per capita grant some of the equipment.

It was moved by Cary Waxler and seconded by William Weller to approve the proposed contract with EnvisionWare, Inc. and accept the Options agreed upon by the Board at a cost of \$288,593.27.

**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

**4. Title Company agreement.** There was discussion regarding the draws, need for a title company, the schedule of payments by the title company agreement, potential to exceed the eight draws specified, and the amount of \$450 per draw beyond the eight draws on the contract. Library Director stated Counsel had reviewed the agreement, eight draws should be sufficient for the Repairs Project, and there was insufficient time to reconsider the fees.

It was moved by Stacey Lorenz and seconded by John Engebretson to approve the construction escrow trust and disbursing agreement with Fidelity National Title for the fees outlined in the agreement and to authorize the Library Director to sign the proposal on behalf of the Library.

**Roll Call:**

**Aye:** Chuck Ebann, John Engebretson, Alice Fellers, Stacey Lorenz, Rebecca Sisler, Cary Waxler, William Weller.

**Nay:** Bonita Drew, James Becker

**Absent:** none

**Abstain:** none

**E. Election Day, Nov. 3 – Holiday decision.** Election Day is not a Library holiday. Recent changes to the law do not require closing. The Library will be open on November 3, 2020. Schedules are flexible to allow employees to vote either early or on November 3<sup>rd</sup>.

**XI. Board Discussion – Service Expansion.** There was discussion regarding expanding Library services to include eliminating the fifteen minutes of cleaning every hour of open hours, computer use time limits, capacity limits and PPE cleaning protocols. The consensus was to continue with existing procedures.

**XII. Staff Reports.** There was discussion regarding patron feedback, team structure during open hours, and COVID concerns and requirements. Library staff were commended for providing backup as needed in unfamiliar departments.

**XIII. Adjournment:** Stacey Lorenz announced she will be moving out of state with her family and will no longer be on the Board as of November 30, 2020. Stacey was commended for her service to the Board and will be missed. **It was moved by William Weller and seconded by John Engebretson to adjourn at 9:27 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