

**Crystal Lake Public Library
Board of Trustees**

Minutes Virtual Zoom Meeting – December 16, 2020

Because of the COVID-19 and inadequate air flow inside the Library building the meetings of the Board of Library 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 7:07p.m.

II. Roll Call and declaration of quorum:

Present: James Becker, Bonita Drew, Chuck Ebann, Alice Fellers, Rebecca Sisler, Charles Stump, 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; 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: Cheryl Budy, Devaki Namboodiri, Christine Ticknor, Pat Tetzlaff

III. Public Comment: None

IV. Board Development: None

V. Approval of minutes of previous meeting(s) – It was moved by William Weller and seconded by James Becker to approve the minutes of November 18, 2020.

Roll Call:

Aye: James Becker, Bonita Drew, Chuck Ebann, Alice Fellers, Rebecca Sisler, Charles Stump, Cary Waxler, William Weller

Absent: John Engebretson

Nay: none

Abstain: none

Motion Passed

VI. Committee and Board Member Reports: There was discussion regarding the timeliness and accuracy of minutes of Board committees. Since the Library Board operates under a committee structure, minutes are included for informational purposes for non-committee members. As a temporary solution, minutes that have not been reviewed/approved by a committee will be labeled as “draft.” This may be discussed further at a future Governance Committee meeting.

VII. Financial Reports: It was moved by William Weller and seconded by James Becker to approve the Final Financial Report for FY 19/20.

Roll Call:

Aye: James Becker, Bonita Drew, Alice Fellers, Rebecca Sisler, Charles Stump, Cary Waxler, William Weller, Chuck Ebann

Absent: John Engebretson

Nay: none; **Abstain:** none

Motion Passed.

Financial Reports: It was moved by William Weller and seconded by Charles Stump to approve the Financial Reports for FY 20/21 as of November 30, 2020.

Roll Call:

Aye: James Becker, Bonita Drew, Alice Fellers, Rebecca Sisler, Charles Stump, Cary Waxler, William Weller, Chuck Ebann

Absent: John Engebretson

Nay: none

Abstain: none

Motion Passed.

VIII. Approval of Disbursements: It was moved by Cary Waxler and seconded by William Weller to approve the disbursements in the total amount of \$562,648.34 as follows:

Operating Fund	264,051.82
IMRF/FICA Funds	37,645.15
Construction & Repair	2,243.20
Operating	3,500.00
Special Reserve Funds	<u>255,208.17</u>
Grand Total	562,648.34

Aye: James Becker, Bonita Drew, Alice Fellers, Rebecca Sisler, Charles Stump, Cary Waxler, William Weller, Chuck Ebann

Absent: John Engebretson

Nay: none; **Abstain:** none

Motion Passed.

IX. Communications. Newly appointed Trustee Charles Stump was welcomed. Charles replaces Stacey Lorenz who resigned due to family relocation. Charles took the Oath of Office on Dec 1, outside the Library, in front of James Becker, Board Secretary, Ann Pontarelli, Admin Assist serving as the notary, and Kathryn I. Martens, Library Director.

X. Board Action.

A. Fiscal Year 19/20 Audit. The Library is audited as a component unit of the City of Crystal Lake. The Finance Committee reviewed the audit in detail with Dan Berg, Auditor from Sikich, at its November 17, 2020 meeting. The Board discussed the FY 19/20 Audit Report.

B. Pandemic Response Policy. It was moved by William Weller and seconded by Charles Stump to approve the Pandemic Response Policy – Personnel, Remote work as recommended by the Personnel Committee.

Roll Call:

Aye: James Becker, Bonita Drew, Alice Fellers, Rebecca Sisler, Charles Stump, Cary Waxler, William Weller, Chuck Ebann

Absent: John Engebretson

Nay: none; **Abstain:** none

Motion Passed.

C. Disposal of Library Property. For the record, the Board of Trustees recognizes that the Library is complying with its Disposal of Library Personal Property policy throughout the Repairs Project implementation.

XI. Board Discussion. Board President Ebann assigned Charles Stump to the Financ Committee and to the Planning/PR Committee. Library Director Martens informed the Trustees that Building Maintenance Manager Bob Wyman was retiring. The Trustees commended Bob for his diligent work throughout the years.

William Weller said he appeared before the Crystal Lake City Council at their regular meeting on December 15, 2020 and updated the Council members on library activities over the past few months. He briefed them on the construction and repair activities as well as the on-line services and public access to library materials. Acting Mayor Haleblan and Council members commended the library staff for their creativity, ingenuity, and dedication. Bonita Drew and Cary Waxler also commended the library staff for their enterprise in the curbside distribution to patrons and the many ways the staff has managed to keep a virtual library in action.

Alice Fellers noted that in order to allow adequate time for meeting preparation she requested that the Board Packet be emailed to Trustees by end of day Friday before the monthly Board meetings.

XII. Staff Reports. Curbside service, especially during the twelve days of December, was noted. At its peak, staff distributed as many as 2500 items a day to curbside patrons.

XIII. Adjournment: It was moved by William Weller and seconded by James Becker to adjourn at 8:06 p.m.

Roll Call:

Aye: James Becker, Bonita Drew, Alice Fellers, Rebecca Sisler, Charles Stump, Cary Waxler, William Weller, Chuck Ebann

Absent: John Engebretson

Nay: none; **Abstain:** none

Motion Passed.

James Becker, Secretary