

Crystal Lake Public Library
Board of Trustees
Regular Meeting Minutes

Minutes Virtual Zoom Meeting – February 17, 2021

Because of the COVID-19, inadequate air flow inside the Library building, and an interior construction project, the Board of Library Trustees of the City of Crystal Lake will be 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 7:02pm.

II. Roll Call and declaration of quorum:

Present: James Becker, Bonita Drew, Chuck Ebann, John Engebretson, Alice Fellers, Rebecca Sisler Charles Stump, 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: Cheryl Budy, Mary Robinson

Guests: Mel Cowen, Featherstone, Inc., Joseph Huberty, Engberg Anderson Architects

III. Public Comment: None

IV. Board Development: Virtual CLPL Structure – the Library Director informed the Board that the virtual operation of the Library over the past eleven months has led to a restructuring of staff positions and responsibilities. The nature of virtual operations and the team structure needed with covid operations prompted these changes. Bill Weller commended the Director and staff for the effective operation of the Library during this period, and other Trustees added their commendation.

V. Approval of minutes of previous meeting(s) – It was moved by William Weller and seconded by Charles Stump to approve the amended minutes of January 20, 2021. The amendment pertains to Alice Fellers request at the January 20 meeting as follows: “Alice requested that the intranet include past Board and Committee Agendas plus the Board and Committee electronic meeting packets since the onset of virtual meetings in March 2020. Alice also requested that we consider recording Board meetings for public access once we return to in-person meetings. Chuck Ebann noted those requests will be considered by the Governance Committee.”

Roll Call:

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

Absent: none

Nay: none

Abstain: none

Motion Passed

Approval of minutes of previous meeting(s) – It was moved by William Weller and seconded by Charles Stump to approve the minutes of the Special Meeting of January 27, 2021.

Roll Call:

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

Absent: none

Nay: none

Abstain: none

Motion Passed

- VI. Committee and Board Member Reports:** There was discussion of the Facilities Committee meeting held February 8, 2021 regarding the status and schedule of activities of the Repairs 2020 Project.

Joe Huberty discussed action being taken concerning the foundation crack that has appeared where the 1965 and 1984 buildings join. A structural engineer will be investigating the nature of the crack to determine what remediation is needed to prevent further separation between the structures. This investigation will be covered by contingency funds in the Project budget and it is not expected to delay completing the Repairs Project.

Mel Cowen reported the changes that are part of the interior work will complete in about two weeks before the finishing phase begins. After the finishing there is delivery of furnishings and unpacking the storage boxes to restock shelves that is expected to continue until the end of March. Outside work begins as soon as weather permits and the priority is excavating and finishing the area of the drive-up service window part of the project. This part will accommodate the automatic material handling (AMH) equipment. The AMH is scheduled for delivery first week of April. Project completion so far appears to be first part of May 2021. Budgeted contingency funds remain sufficient.

- VII. Financial Reports:** The Financial Report was reviewed and discussed. It was moved by William Weller and seconded by Charles Stump to approve the Financial Reports for FY 20/21 as of January 31, 2021.

Roll Call:

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

Absent: none

Nay: none

Abstain: none

Motion Passed.

- VIII. Approval of Disbursements:** The list of monthly disbursements was reviewed. A payment for \$758 to a company in Canada was removed from the disbursements because it cannot be paid in US funds. That invoice will be paid by VISA and covered next month by US funds applied to the VISA invoice. The amended amount of the disbursements is therefore \$797,485.50. It was moved by William Weller and seconded by John Engebretson to approve the disbursements in the total amended amount of \$797,485.50 as follows:

Operating Fund	290,806.35
IMRF/FICA Funds	37,587.73
Construction & Repair	1,606.60
Special Reserve Funds	466,884.82
Per Capital Grant Funds	<u>600.00</u>
Grand Total	797,485.50

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

Absent: None

Nay: none

Abstain: none

Motion Passed.

- IX. Communications.** There was general discussion regarding Board Committee lists and adding the two new members of the Board to the respective Committees.

- X. Board Action.**

A. Communication Plan 2021 – from Planning/PR Committee – The Communication Plan was reviewed. It was noted Page 2 will be changed to reflect Part 3 of the Plan. William Weller moved and Rebecca Sisler seconded to approve the 2021 Communications Plan.

Roll Call:

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

Absent: none

Nay: none

Abstain: none

Motion Passed.

B. Per Capita Grant

1. State Standards Review – There was general discussion regarding the standards applied in the review. The library and staff score exceptionally high in the review process. Board members noted their community and Board involvement is mostly on a local level rather than state or national level as encouraged by the standards.

2. Per Capita Grant Application – it was moved by John Engebretson and seconded by Charles Stump to approve the FY2021 Per Capita Grant application and authorize the Library Director to submit the required documents.

Roll Call:

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

Absent: none

Nay: none

Abstain: none

Motion Passed.

XI. Board Discussion. John Engebretson thanked the Board for their consideration and condolences following the passing of his wife Judy. A memorial service for Judy is scheduled for June. The Board extended their condolences to John.

XII. Staff Reports. The Circulation staff were commended for their action on the library card renewal project. Youth and Adult Services and Public Relations and Library videographer were commended for the Harry Potter Week Extravaganza! There was wide community participation in this program and the Library received several notes of thanks from young participants. Good Job!

XIII. Adjournment: It was moved by William Weller and seconded by James Becker to adjourn at 8:49pm.

Roll Call:

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

Absent: none

Nay: none

Abstain: none

Motion Passed.

James Becker, Secretary