

**Crystal Lake Public Library
Board of Trustees
Regular Meeting Minutes**

Minutes Virtual Zoom Meeting – March 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 held 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 7:03pm. The President noted that John Engebretson is temporarily residing at a Lake in the Hills health care facility, and during his residency there John will not be a voting participant at Board meetings.

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

Guests: Mel Cowen, Featherstone, Inc., Joe Huberty, Engberg Anderson Architects, Inc., Kristen Richardson, Engberg Anderson Architects, Inc.

III. Public Comment: None

IV. Board Development: Charles Stump attended an Illinois Library Association webinar with topics ranging from COVID-19 to political advocacy to promote legislation on the Build America’s Library Act and House Bill 322. Mr. Stump also has registered for a New Trustees Boot Camp taking place later in May, 2021. Bonnie Drew reminded Trustees the Statement of Economic Interest is due to McHenry County by May 1, 2021.

V. Approval of minutes of previous meeting(s) – It was moved by Cary Waxler and seconded by William Weller to approve the amended minutes of February 17, 2021. James Becker mentioned in Paragraph 5, Line 7 correction with a period after “in person meeting”, and the clause “those recordings should be placed on the Library Intranet” should be struck out.

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

- VI. Committee and Board Member Reports:** Minutes from the following Committees were included in the packet: Facilities, Planning/PR, and Personnel.
- 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 February 28, 2021.**

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 William Weller and seconded by Bonnie Drew to approve the Approval of Disbursements in the amount of \$605,185.08.**

Operating Fund	260,819.91
IMRF/FICA Funds	37,004.51
Construction & Repair	4,587.02
Special Reserve Funds	294,584.68
Per Capital Grant Funds	<u>8,188.96</u>
Grand Total	605,185.08

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.** None.
- X. Board Action.**

A. Repairs Project

1. Update on Budget & Schedule-there was an update on the Repairs Project schedule and calendar. Mel Cowen further summarized specific construction accomplishments and minor delays. Calendar and budget are very much on target.

Becky Sisler left the Board Meeting for a short time.

2. Alternate Bid 3 – Parking Lot Lighting Approval-Kristen Richardson and Mel Cowen briefly summarized plans for the light poles and fixtures in the parking lot. **It was moved by Cary Waxler and seconded by Bonnie Drew to approve the Alternate Bid 3 in the amount of \$28,153.00.**

Roll Call:

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

Absent: John Engebretson, Rebecca Sisler

Nay: none

Abstain: none

Motion Passed.

Becky Sisler returned to the Board Meeting.

3. Exterior Signage – Joe Huberty summarized the current exterior signs at the Library, signage ordinances and options. **It was moved by James Becker and seconded by Becky Sisler to approve the design for the replacement sign on the existing monument and location with the building name on top and have Joe Huberty bring it to the City of Crystal Lake for approval.**

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.

B. Facility Maintenance Contracts

1. Landscaping - It was moved by William Weller and seconded by Bonnie Drew to hire Tonkin Landscape, Inc. for the 2021 season for the per occurrence fees specified in the proposal dated February 24, 2021.

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.

2. HVAC – Two contracts relating to HVAC include new hardware installed by MG Mechanical and new HVAC controls installed by Automatic Building Controls. HVAC hardware and controls were formerly handled by a single HVAC contractor and it is desirable that library staff not become arbitrators nor analysts to distinguish which of two HVAC contractors is the responsible maintainer during a system malfunction. Staff is trying to negotiate a single responsive HVAC contract. The motion for an HVAC contract was tabled until next month.

3. COVID-19 Vaccine Policy – recommendation from Personnel Committee – It was suggested employees consider getting the COVID-19 vaccine by the Personnel Committee. **It was moved by William Weller and seconded by Becky Sisler to approve the voluntary COVID-19 vaccination policy 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.

- XI. Board Discussion.** There was general discussion regarding CLPL’s participation in *Your City At Home* series. Bonnie Drew gave an informative presentation on the Repairs Project at the March 16, 2021 City Council meeting. Her report was well received by the Acting Mayor and the City Council Members.
- XII. Staff Reports.** Bill Weller commended the Circulation Department for the high volume of remote activities and patron engagement.
- XIII. Adjournment:** It was moved by William Weller and seconded by James Becker to adjourn at 8:46p.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