

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

Minutes Virtual Zoom Meeting – April 21, 2021

Because of the COVID-19 and the Repairs 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 7:04pm.

II. Roll Call and declaration of quorum:

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

Absent: John Engebretson, 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

Guests: Mel Cowen (Featherstone, Inc.)

III. Public Comment: None

IV. Board Development: None

V. Approval of minutes of previous meeting(s) – It was moved by Becky Sisler and seconded by James Becker to approve the minutes of March 17, 2021.

Roll Call:

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

Absent: John Engebretson, William Weller

Nay: none

Abstain: none

Motion Passed

VI. Committee and Board Member Reports: None

VII. Financial Reports: The Financial Report was reviewed and discussed. **It was moved by Cary Waxler and seconded by Becky Sisler to approve the Financial Reports for FY 2020/2021 as of March 31, 2021.**

Roll Call:

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

Absent: John Engebretson, William Weller

Nay: none

Abstain: none

Motion Passed.

VIII. Approval of Disbursements: **It was moved by Cary Waxler and seconded by Charles Stump to approve the Approval of Disbursements in the amount of \$999,225.42.**

Operating Fund	339,177.68
IMRF/FICA Funds	55,321.77
Construction & Repair	5,988.93
Special Reserve Funds	592,294.07
Per Capital Grant Funds	<u>6,442.97</u>
Grand Total	\$999,225.42

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

Absent: John Engebretson, William Weller

Nay: none

Abstain: none

Motion Passed.

IX. Communications. None.

X. Board Action.

A. Repairs Project

1. Progress Update-Mel Cowen reported that the excavation for the drive-up and retaining wall uncovered a buried foundation and wall that interfered with the planned placement of steel support piers. The architect and structural engineers were called to review the revise plans as needed. This setback plus delays in steel shipment have caused the project completion schedule to be delayed about two weeks for a target completion date of May 21, 2021. The Project remains within budget.

The Library Director updated the Board on the Project schedule with respect to items being installed inside the building. This includes building security systems and cameras, fire safety equipment, signage, blinds, RFID and Automatic Materials Handling System (AMH)

and components, etc. The AMH system arrived a few days late but is now installed. It consists of four conveyors and two induction ports that scan the returned items and sort each one into its designated cart. Training on the RFID system and AMH will begin next week.

Most furnishings have been delivered and are being placed in accordance with staff planned workflow. This work plus IT installation is scheduled to be completed May 3.

Exterior signage needs City permit. The previous permit application was returned and is being filed on a new form. City planning continues to treat the Library Electronic Message Sign (EMS) request as if it is a commercial advertising sign, which it is not. The architect rendering of the sign shows it is more subdued than the present manually lettered sign, and it will be extinguished at night. It was noted that 50 yards North of the proposed EMS are traffic lights at the intersection of Crystal Lake Avenue and McHenry Avenue. Those traffic lights change repetitively day and night and are much more intrusive to the residents than the proposed Library EMS. Board members noted some schools in residential areas have EMS.

The Director reported that Friday morning, April 16, workers discovered a window of the Ames Room had been smashed, presumably by the nearby traffic cone at the scene. The traffic cones that had been at the edge of the site work ditch were found tossed into the ditch. Police came and checked the building, but did not find evidence of further vandalism. The nature of the glass shards makes it unlikely that anyone entered the library through the Ames Room broken window. The broken window has been boarded up.

2. Spring 2021 Public Service Hours: Reopening to the Public-

It was moved by Becky Sisler and seconded by Charles Stump to approve the proposed “Spring 2021 – Public Service Hours and Return to Work in Library” plan as recommended by the Planning/PR Committee.

A written proposal for the hours the Library would be open to the public after the completion of the Building Project was presented from the Planning/PR Committee. The plan includes goals and expectations for the Library staff and for serving the public. The merits of increasing the Library public service hours above the proposed 34 hours was discussed. It was noted that the public opening hours would be reviewed monthly and over time are expected to increase toward the pre-pandemic 68 hours.

Roll Call:

Aye: James Becker, Bonita Drew, Rebecca Sisler, Charles Stump, Cary Waxler, Chuck Ebann

Absent: John Engebretson, William Weller

Nay: Alice Fellers

Abstain: none
Motion Passed.

- XI. Board Discussion.** Charles Stump announced he will be attending a webinar for New Trustees on May 15 hosted by the ILA. Alice Fellers said she registered with RAILS to learn more about a program regarding state funding for electronic data bases. James Becker announced that the Facilities Committee Met on April 20, 2021 with members of MG Mechanical to discuss details of their proposed maintenance contract regarding the Library's upgraded HVAC system. One concerning matter is the Library does not presently have a Maintenance Manager who would interact with MG Mechanical. The Library Director stated they are working with HR Source to post a 40 hour per week exempt position instead of the former 30 hour per week position. The Facilities Committee plans to present the MG Mechanical Service Contract of \$26,800.00 at the May 19, 2021 Library Board Meeting for consideration.
- XII. Staff Reports.** Cary Waxler offered congratulations and good luck to the staff taking their Passport Exams.
- XIII. Adjournment:** It was moved by James Becker and seconded by Cary Waxler to adjourn at 8:45p.m.

Roll Call:

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

Absent: John Engebretson, William Weller

Nay: none

Abstain: none

Motion Passed.

James Becker, Secretary