

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

Minutes Virtual Zoom Meeting – May 19, 2021

Because of 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 7:03pm.

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

Guests: Mel Cowen (Featherstone, Inc.), Kristen Richardson, (Engberg Anderson Architects, Inc.)

III. Public Comment: None

IV. Board Development: Charles Stump reported attendance at a three-hour webinar for new Board members that was sponsored by ILA. He has also volunteered to read at Glacier Ridge School in the Fall.

V. Approval of minutes of previous meeting(s) – It was moved by James Becker and seconded by William Weller to approve the amended minutes of April 21, 2021.

Roll Call:

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

Absent: John Engebretson

Nay: none

Abstain: none

Motion Passed

VI. Committee and Board Member Reports: A written report from Joe Huberty was included on the slab cracking investigations, and options going forward. The consensus of the Facilities Committee was to monitor the cracks for now. Mel Cowen described how the cracks can be visually checked periodically to track movement. Karen Migaldi noted additional cracks by the south wall but cannot determine if these are recent. Kirsten Richardson reported that according to the structural engineers the building structures are stable. The cracks under discussion are three to four feet away from where the 1965 and 1984 buildings are joined.

Bonnie Drew reported James Becker gave a Building Project update to the City Council, at their 5/18/21 meeting. She was present along with Bill Weller, Charles Stump, and Karen Migaldi.

VII. Financial Reports: The Financial Report was reviewed. **It was moved by William Weller and seconded by Charles Stump to approve the Financial Reports for FY 2020/2021 as of April 30, 2021.**

Roll Call:

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

Absent: John Engebretson

Nay: none

Abstain: none

Motion Passed.

VIII. Approval of Disbursements: **It was moved by Charles Stump and seconded by William Weller to approve the revised Approval of Disbursements in the amount of \$791,669.85.**

	FY20-21	FY 21-22	Total
OPERATING FUNDS	70,642.32	21,035.64	91,677.96
	186,206.06	36,773.82	222,979.88
IMRF/FICA FUNDS	36,661.23	285.45	36,946.68
CONSTRUCTION & REPAIR	2,576.63	20,631.73	23,208.36
GIFT & MEMORIAL FUNDS	4.79	0.00	4.79
PER CAPITA FUNDS	35,696.82	0.00	35,696.82
REPAIRS PROJECT Operating	0.00	0.00	0.00
C&R	577.50	0.00	577.50
Special Reserve	367,542.86	0.00	367,542.86
Gift & Memorial	13,035.00	0.00	13,035.00
GRAND TOTAL	712,943.21	78,726.64	791,669.85

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

Absent: John Engebretson

Nay: none

Abstain: none
Motion Passed.

IX. Communications. None.

X. Board Action.

A. Repairs Project

Mel Cowen gave an update on the Repairs Project. The Book Drop portion of the project has encountered delays. The Book Drop window is now scheduled to arrive and to be installed on June 4, 2021. Other deliveries are delayed, including light fixtures. Parking lot work will start next week. Punch lists and walkthroughs will continue for a few weeks. Project completion may run into first week of June. Project costs remain within budget. The library is fortunate to be completing the project at this time because lumber, steel, petroleum, and semiconductor prices have risen sharply to drive new project costs into budget overruns. Material shortages and delivery delays cause many of the delays the Library is experiencing at this time.

The Library Director reported we are still waiting for the Info desk, the Circulation Desk, and the remainder of the Youth Services Desk. Delivery is now complicated by removal of the loading dock and the Driveup reconfiguration. The new concrete retaining wall is included in the landscaping plan for some plantings in front of it.

B. HVAC maintenance contract approval

This matter was brought up at previous meetings and the Facilities Committee consensus recommends the Board approve the contract. **It was moved by William Weller and seconded by Rebecca Sisler to approve the proposed contract with MG Mechanical to maintain the Library's heating and cooling system, to coordinate maintenance of the controls, and to monitor alarms for the cost of \$26,800.**

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

Absent: John Engebretson

Nay: none

Abstain: none

Motion Passed.

XI. Board Discussion. Alice Fellers reported on an initiative for Illinois to have statewide funding of databases. Many other states provide this type of funding. A House bill was filed to establish a task force to define needs and find funding.

XII. Staff Reports. Bill Weller commended Julie Gibson for her work in keeping up with all the Circulation activity including training staff on passports. Becky Fyolek reported on the Library's Summer Reading Program (SRP), including the creation of a CLPL video to promote the SRP that has been circulated around local schools. The video was shown to the Board.

The Library Director reported that the Library will have a booth at the Crystal Lake Chamber Expo to be held on May 22, 2021 from 10am to 4pm at the Office Max parking lot. Volunteers are welcome and needed.

Karen Migaldi reported that an applicant has accepted the Library's job offer for Building Maintenance Manager. It is a non-exempt position and it will still be several weeks before the person actually starts working at the Library.

XIII. Adjournment: It was moved by James Becker and seconded by William Weller to adjourn at 8:09p.m.

Roll Call:

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

Absent: John Engebretson

Nay: none

Abstain: none

Motion Passed.

James Becker, Secretary