

Crystal Lake Public Library
Board of Trustees
Regular Meeting Minutes

Minutes Virtual Zoom Meeting – June 16, 2021

Under the Governor’s COVID-19 Executive Order and because of 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, Cheryl Budy, Dawn Dvorak, Melissa Higby

Guests: Tom Featherstone (Featherstone, Inc.), Joe Huberty (Engberg Anderson Architects, Inc.), Annica Mosow (Featherstone, Inc.), Kristen Richardson, (Engberg Anderson Architects, Inc.)

III. Public Comment: None

IV. Board Development: Becky Sisler noted she attended and updated the City Council on the status of the Library reopening at the Crystal Lake City Council meeting on June 15, 2021.

V. Approval of minutes of previous meeting(s) – It was moved by Becky Sisler and seconded by Cary Waxler to approve the minutes of May 19, 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: Mr. Becker mentioned the Facilities Committee is short staffed with just two Board members routinely present and asked if any other Board member would join the Facilities Committee.

VII. Financial Reports:

A. The Financial Report for FY 20/21. **It was moved by Cary Waxler and seconded by William Weller to approve the Financial Reports for FY 20/21 as of May 31, 2021.** It was noted, on page one, the Library is ending the year with a positive balance.

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.

B. The Financial Report for FY 21/22. **It was moved by Cary Waxler and seconded by William Weller to approve the Financial Reports for FY 21/22 as of May 31, 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. Board Action.

A. Repairs Project

1. Update from Construction Manager and Architect. Annica Mosow gave an update on the final aspects of the project. Final inspection for occupancy is scheduled for Friday, June 18th in order to reopen on June 21st. There was considerable discussion regarding status of the signage. A final punch list meeting with Featherstone took place on Thursday, June 10th. A number of open items remain due to delivery delays, among them the drive-up window and the new fire alarm panel. The absence of delayed items will not prevent the June 21 reopening, but they do delay project completion.

2. Facilities Committee recommendations

a. Extension of contract with Featherstone, Inc. **It was moved by Charles Stump and seconded by Rebecca Sisler that the Library Board approve the**

Supplemental Agreement to the Standard Form of Agreement Between the Crystal Lake Public Library and Featherstone, Inc. for the 2020 Repairs Project dated January 15, 2020 in the amount of \$50,960. There was general discussion regarding the scope of the project and additional items that were added to the project. There was additional discussion regarding work delays.

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.

b. Budget – additional funds. **It was moved by Cary Waxler and seconded by William Weller Move to approve an additional \$76,549.22 to be allocated to the Repairs Project for a total Repairs Project budget of \$3,825,000.** Annica Mosow of Engberg Anderson gave a detailed explanation of additional monies allocated for the Repairs Project budget.

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.

B. Approval of Disbursements: It was moved by Charles Stump and seconded by William Weller to approve the Disbursements in the amount of \$458,704.42.

	FY20-21	FY 21-22	Total
OPERATING FUNDS	2,686.89	57,176.93	59,863.82
	0.00	212,400.93	212,400.93
IMRF/FICA FUNDS	0.00	36,942.80	36,942.80
CONSTRUCTION & REPAIR	0.00	3,161.79	3,161.79
Transactions between (see above)		5.00	5.00
REPAIRS PROJECT Operating	0.00	0.00	0.00
C&R	0.00	88,297.52	88,297.52
Transactions between		1,579.75	1,579.75
Special Reserve	10,625.00	45,827.81	56,452.81
Gift & Memorial	0.00	0.00	0.00
GRAND TOTAL	13,311.89	445,392.53	458,704.42

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.

C. Reopening the Library – Planning/PR Committee recommendation – Masks. It was moved by Bonnie Drew and seconded by Rebecca Sisler that in order to provide a safe environment for our community, especially our citizens under 12 years of age and others who are not vaccinated, masks must be worn in all public areas of the Library and in staff common areas. There was general discussion regarding the recommendation. Mr. Becker objected to imposing the mask requirement on patrons.

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

Absent: John Engebretson

Nay: James Becker

Abstain: none

Motion Passed.

D. Personnel Committee recommendation – pay adjustments. It was moved by William Weller and seconded by Charles Stump to approve the recommendation from the Personnel Committee to give all Library employees a 5% pay increase effective with the payroll beginning June 27, 2021. There was significant discussion regarding the pay increase.

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

Absent: John Engebretson

Nay: Alice Fellers

Abstain: none

Motion Passed.

E. Insurance Package. It was moved by Becky Sisler and seconded by Charles Stump to approve the insurance package renewal for FY 21/22 effective July 8, 2021 and August 15, 2021 through Lamb, Little & Co. at a total cost of \$34,303.

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.

F. Nonresident Fee – Annual review & decision on participation. It was moved by Becky Sisler and seconded by William Weller to opt IN on selling Nonresident Cards using the tax bill method for the period 7/1/21-6/30/22.

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.

G. Annual Reports for FY20/21

1. CLPL – review. There was general discussion regarding the compilation of information and the last fiscal year. Trustees were encouraged to thoroughly review the Annual Report for FY20/21 as time permits.

2. Illinois Public Library Annual Report (IPLAR) – approval. It was moved by Cary Waxler and seconded by Becky Sisler that

- **this Illinois Public Library Annual Report (IPLAR) be filed in accordance with 75 ILCS 5/40-10**
- **the FY20/21 IPLAR is essential and correct**
- **the Library Director, Board President and Board Secretary are authorized to execute the document**
- **the Library Director is authorized to submit the FY20/21 IPLAR to the Illinois State Library**

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.

H. Nominating Committee for FY21/22 officers – appointment. President Charles Ebann appointed William Weller and Alice Fellers to the Nominating Committee for Board Officers FY21/22. Trustees need to give their nominations to the Nominating Committee before July 14, 2021.

IX. Communications. There was general discussion regarding the letter from the student inquiring about student access cards for non-resident students.

X. Board Discussion. Charles Stump offered to join the Facilities Committee. He was welcomed to join and to attend the next meeting scheduled for July 12, 2021.

XI. Staff Reports. Cary Waxler commended Julie Gibson and the Library staff for the Circulation Report and patron services and new bilingual passport assistance.

Adjournment to Executive Session: It was moved by William Weller and seconded by Becky Sisler to adjourn to Executive Session for the purposes of discussing personnel [5 ILCS 120/2©(1)] at 8:53p.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.

XII. The Board returned to open session at 9:47p.m. **William Weller moved and Charles Stump seconded that the Library Director receive a 5% raise.**

Roll Call:

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

Absent: John Engebretson

Nay: Alice Fellers

Abstain: none

Motion Passed.

William Weller moved and James Becker seconded to adjourn at 9:50p.m.

Roll Call:

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

Absent: John Engebretson

Nay:

Abstain: none

Motion Passed.

XIV. Adjournment.

James Becker, Secretary