

Crystal Lake Public Library
Board of Trustees
Regular Meeting Minutes
August 18, 2021

I. Call to Order: The Meeting of the Crystal Lake Public Library Board of Trustees was called to order by President Chuck Ebann at 7:01 pm.

II. Roll Call and declaration of quorum:

Present: James Becker, Bonita Drew (via phone per medical necessity), Chuck Ebann, John Engebretson, Alice Fellers, Rebecca Sisler, Charles Stump, Cary Waxler

Absent: William Weller

It was moved by James Becker, seconded by John Engebretson to allow Bonnie Drew to attend the meeting via phone due to physical illness/disability.

Voice Vote: Aye- 8; Nay- 0; Absent- 1; Abstain- 0; Motion Passed.

Staff Present: Kathryn Martens, Library Director; Karen Migaldi, Assistant Director, Ann Pontarelli, Recording Secretary; Teri Galluzzi, Business Manager; Julie Gibson, Head of Circulation Services; Becky Fyolek, Head of Youth Services; Penny Ramirez, Head of Tech Services, Stephanie Price, Public Relations Coordinator, Cheryl Budy

Guests: David Gutowsky, President, Internet Freedom for McHenry County

III. Public Comment: None

IV. Board Development: David Gutowsky, President, Internet Freedom for McHenry County, returned to further discuss and answer questions about the McHenry County Fiber Coalition. Trustee Stump had talked with Mr. Gutowsky and received additional information via email about the Coalition; that info was forwarded to the Library Board members ahead of the meeting. Per the Q&A provided, the purpose of McHenry County Fiber Coalition is “to develop a strategic plan to address the lack of universal fast, affordable, and reliable fiber-optic Internet infrastructure in McHenry Co.” Mr. Gutowsky requested the Trustees consider joining the coalition and/or steering committee. This topic was referred to the Board’s Technology Committee for discussion.

Charles Stump attended a RAILS Trustee Roundtable: Succession Planning for Trustees. Trustee Stump recommends others watch the session; it is available on the RAILS YouTube channel and a link was posted on the Board Continuing Education page on the Library’s Intranet. Additionally, in response to an article in RAILS eNews, Charles Stump wrote letters

to his local senators and State representatives advocating for library funding and inviting them to visit our Library.

V. Approval of minutes of previous meeting(s) – It was moved by James Becker and seconded by Cary Waxler to approve the minutes of July 21, 2021.

Voice Vote: Aye- 8; Nay- 0; Absent- 1; Abstain- 0; Motion Passed.

VI. Committee and Board Member Reports: There was no discussion.

VII. Financial Reports:

A. The Financial Report for FY 21/22. It was moved by James Becker and seconded by Cary Waxler to approve the Financial Reports for FY 21/22 as of July 31, 2021.

Voice Vote: Aye- 8; Nay- 0; Absent- 1; Abstain- 0; Motion Passed.

VIII. Approval of Disbursements: It was moved by Cary Waxler and seconded by Charles Stump to approve Disbursements in the amount of \$480,254.03.

| | FY 20-21 | FY 21-22 | Total |
|----------------------------------|------------------|-------------------|-------------------|
| OPERATING FUNDS | 0.00 | 92,039.03 | 92,093.03 |
| | | 199,882.51 | 199,882.51 |
| IMRF/FICA FUNDS | 0.00 | 41,635.98 | 41,635.98 |
| CONSTRUCTION & REPAIR | 0.00 | 24,079.84 | 24,079.84 |
| | | 1,095.00 | 1,095.00 |
| REPAIRS PROJECT Operating | 0.00 | 0.00 | 0.00 |
| Const. & Repair | 0.00 | 9,767.88 | 9,767.88 |
| Special Reserve | 10,225.00 | 83,795.27 | 94,020.27 |
| Gift & Memorial | 17,733.52 | 0.00 | 17,733.52 |
| GRAND TOTAL | 27,958.52 | 452,295.51 | 480,254.03 |

ROLL CALL:

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

Absent: William Weller

Nay: none

Abstain: none

Motion Passed.

IX. Communications. The Board applauded the positive responses.

X. Board Action.

A. Approve 2022 Library Board Meetings. It was moved by Cary Waxler and seconded by Charles Stump to approve the 2022 meeting dates for the Crystal Lake Public Library Board of Trustees, per the attached schedule, which includes a modification for the December 2022 Board meeting from December 21 (third Wednesday of the month) to December 14 (second Wednesday of the month) so that follow-up business transactions can be completed prior to the holiday season.

Voice Vote: Aye- 8; Nay- 0; Absent- 1; Abstain- 0; Motion Passed.

B. Contract for Janitorial Services-Annual Award. It was moved by James Becker and seconded by Rebecca Sisler to approve the contract with U.S. Service Systems, Inc. for \$4,453.00 per month (October 1, 2021-December 31, 2021), increasing to \$4,810.000 per month (January 1, 2022-September 30, 2022).

Roll Call:

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

Absent: William Weller

Nay: none

Abstain: none

Motion Passed

C. Tuition Reimbursement Request: It was moved by Cary Waxler and seconded by Charles Stump to approve the request for tuition reimbursement from Kathryn Meyers and reimburse 50% of one 3 credit course at UWM for the fall 2021 semester, up to a maximum of \$995, upon completion of the course and submission of required paperwork.

Voice Vote: Aye- 8; Nay- 0; Absent- 1; Abstain- 0; Motion Passed.

D. Committee Appointments. FY 21/22 Committee appointments, made by the Board President, were included in the packet. There was discussion regarding Charles Stump attending the Technology Committee meeting when the McHenry County Fiber Coalition topic is on the agenda.

XI. Board Discussion. It was suggested the Board President schedule a Governance Committee meeting. The Board thanked the Library staff for organizing displays honoring the twenty year anniversary of 9/11.

XII. Staff Reports. There was no discussion.

XII. Adjournment. It was moved by James Becker and seconded by Cary Waxler to adjourn at 8:00p.m.

Voice Vote: Aye- 8; Nay- 0; Absent- 1; Abstain- 0; Motion Passed.

Rebecca Sisler, Secretary