

Crystal Lake Public Library
Board of Trustees
Regular Meeting Minutes
September 15, 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 p.m.

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 Martens, Library Director; Karen Migaldi, Assistant Director; 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 and Recording Secretary; Nancy Weber, Head of Adult Services; Cheryl Budy, LTA

III. Public Comment: None

IV. Board Development: Statistical Reports & Trends: Director Martens gave an overview of FY21/22 statistics regarding circulation of materials, door count, use of ematerials, reference questions, library card holder numbers, use of the new drive-through, use of the new self-checkout machines, interlibrary loan use and program attendance. The pandemic impacted door count numbers in the months the Library was closed. Use of ematerials climbed, and use of the new self-checkout machines increased considerably, likely influenced by RFID technology and the addition of a self-checkout in Adult Services. Another result of the pandemic is we reached a considerable number of people via virtual programs. Attendance for the recent outdoor story times was high, as well. Going forward, the staff will watch for trends and aim for the best mix of virtual and in-person programs.

V. Approval of minutes of previous meeting(s) – It was moved by Cary Waxler and seconded by James Becker to approve the minutes of Aug. 18, 2021 Board meeting.

Voice Vote: Aye- 7; Nay- 0; Absent- 2; Abstain- 0; Motion Passed.

VI. Committee and Board Member Reports:

Minutes for the following Board Committee Meetings were included in the packet:

- Governance, August 30, 2021
- Planning/PR, September 1, 2021

- Facilities, September 7, 2021
- Personnel, September 8, 2021

Cary Waxler reported that at the Personnel Committee meeting Library Director Kathryn I. Martens informed the Committee members of her intention to retire during the first half of 2022 after nearly 31 years of service at CLPL. Per Ms. Martens' recommendation, the Committee decided to change the name of the Library Director position to Executive Director, and began planning for the search process to find a replacement. The Committee will meet again Oct. 4 and will hold a director-search planning session and encouraged all board members to attend Saturday, Oct. 9, 9 am, @CLPL.

VII. Financial Reports:

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

Voice Vote: Aye- 7; Nay- 0; Absent- 2; Abstain- 0; Motion Passed.

VIII. Approval of Disbursements: It was moved by Cary Waxler and seconded by James Becker to approve Disbursements in the amount of \$423,010.45.

	FY 20-21	FY 21-22	Total
OPERATING FUNDS	0.00	142,553.93	142,553.93
		198,952.37	198,952.37
CONSTRUCTION & REPAIR	0.00	10,466.39	10,466.39
GIFT & MEMORIAL	0.00	208.37	208.37
IMRF/FICA FUNDS	0.00	40,740.61	40,740.61
PER CAPITA GRANT	0.00	525.00	525.00
REPAIRS PROJECT Operating	0.00	450.00	450.00
Const. & Repair	0.00	0.00	0.00
Special Reserve	148.50	6,362.52	6,511.02
Gift & Memorial	0.00	22,602.76	22,602.76
GRAND TOTAL	148.50	422,861.95	423,010.45

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

IX. Communications. None

X. Board Action.

A. Approve Employee Service Recognition Resolution. It was moved by Charles Stump and seconded by Rebecca Sisler to approve the Library Resolution No. 2122-03 Employee Service Recognition Resolution honoring the following employees who have served the Library with excellence in 2020 and 2021:

30 Years – 2020 Kathryn I. Martens

2021 Nancy Weber

20 Years – 2020 Ronnie Purker

2021 Teresa Smith

15 Years – 2020 Lisa Gates, Teresa Henning, Marcia Tillman, Julie Zukowski

2021 Paul Juarez, Veronica Morales

10 Years – 2020 Laura Birr, Seanine Brady

2021 Kriste Amherdt

5 Years - 2020 Sylvia Buehler, Shannon Niemann, Maggie Sances

2021 Denise Faler, Shyann Kivley

Voice Vote: Aye- 7; Nay- 0; Absent- 2; Abstain- 0; Motion Passed.

B. Approve Pest Control & Response Policy. It was moved by Cary Waxler and seconded by Charles Stump to approve the new Pest Control & Response Policy. The policy addresses Pest Control and Response to maintain a healthy, clean and safe environment for all Library users and to protect the investment of the Library collections, equipment and property.

Voice Vote: Aye- 7; Nay- 0; Absent- 2; Abstain- 0; Motion Passed.

C. Repairs Project

1. UPDATE: The Repairs Project is coming to a conclusion, and the Facilities Committee is pulling together final details on contracts and costs to determine what tasks need to be completed and the associated costs. After reviewing the work status and cost projections, the Facilities Committee concluded an additional \$60,000 is needed to complete the required work.

2. **It was moved by Charles Stump and seconded by James Becker to approve Library Resolution 2122-04 to transfer \$60,000 (from the General Reserve) to the Special Reserve Fund for completion of the Repairs Project.**

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

- XI. Board Discussion:** Charles Stump commented that the Youth Services' outdoor story times are "fantastic" and said staff leading the programs are giving 200 percent. Cary Waxler reported that his wife used CLPL's Passport Services and was impressed with the professionalism of the Staff. Becky Sisler gave a shout-out to Adult Services Staff for attending D47 and D155 Board meetings. There were questions regarding recent problems with power outages.
- XII. Staff Reports:** written reports from Circulation, Adult Services, Virtual/In Person Programs, Public Relations, and IT/Technical Services were included in the packet.
- XII. Adjournment.** It was moved by James Becker and seconded by Charles Stump to adjourn at 8:07 p.m.

Voice Vote: Aye- 7; Nay- 0; Absent- 2; Abstain- 0; Motion Passed.

Rebecca Sisler, Secretary