

Crystal Lake Public Library
Board of Trustees
Regular Meeting Minutes
October 20, 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, William Weller

Absent: John Engebretson

Staff Present: Kathryn Martens, Library Director; Karen Migaldi, Assistant Director; Teri Galluzzi, Business Manager; Stephanie Price, Public Relations Coordinator

III. Public Comment: None

IV. Board Development: Statistical Reports & Trends: Karen Migaldi reviewed recent statistics for the door count, cardholders, eMaterials, physical materials, virtual programs and reference questions. She discussed how patron use trends have continued to change throughout the pandemic.

V. Approval of minutes of previous meeting(s) – It was moved by James Becker and seconded by Charles Stump to approve the minutes of the regular Meeting of September 15, 2021.

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

VI. Committee and Board Member Reports:

A. Facilities Repairs Project Update: Committee members toured the building Oct. 16 to examine everything that still needs repair/finalizing. Fire alarm devices that coordinate with the new fire alarm panel need to be installed. A list remains of HVAC items that need addressing, fixing or finalizing. A railing may need to be installed by the staff entrance ramp. An old AC compressor on the 1995 roof, not part of the Repairs Project, has begun making noise and was shut off for the remainder of the season. It will need to be replaced in the spring.

B. Planning/PR – Strategic Plan review update: The committee reviewed every item on the Strategic Plan 2019-2021 chart. Many items on the chart have been completed.

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

- Facilities, October 11, 2021
- Finance, September 23, 2021, October 7, 2021
- Personnel, October 4, 2021, October 9, 2021
- Planning/PR, October 6, 2021

Trustee Alice Fellers questioned the authority of the Personnel Committee to make decisions, rather than the Board, related to the title of the library director position and waiving the 12/31/2021 deadline for the director to use accumulated vacation time and instead issue a payout at retirement.

VII. Financial Reports:

A. The Financial Report for FY 21/22. It was moved by William Weller and seconded by Cary Waxler to approve the Financial Reports for FY 21/22 as of September 30, 2021.

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

VIII. Approval of Disbursements: It was moved by James Becker and seconded by William Weller to approve Disbursements in the amount of \$361,520.94.

	Total
OPERATING FUNDS	88,590.50
	199,681.05
CONSTRUCTION & REPAIR	12,895.27
IMRF/FICA FUNDS	40,824.49
PER CAPITA GRANT	225.00
REPAIRS PROJECT Operating	0.00
Const. & Repair	0.00
Special Reserve	19,304.63
GRAND TOTAL	361,520.94

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

IX. Communications. None

X. Board Action

A. Adopt resolutions allocating unexpended Fund Balances

1. FY 20/21 Operating Fund Balance

It was moved by William Weller and seconded by Charles Stump to approve Library Resolution No. 2122-05 and to authorize the Board President and Secretary to execute the document and the Library Director to forward the information to the City of Crystal Lake.

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

2. FY 20/21 FICA Fund Balance

It was moved by William Weller and seconded by James Becker to approve Library Resolution 2122-06 and to authorize the Board President and Secretary to execute the document and the Library Director to forward the information to the City of Crystal Lake.

ROLL CALL:

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

Absent: John Engebretson

Nay: none

Motion Passed.

3. Working Cash Interest earned

It was moved by Charles Stump and seconded by Rebecca Sisler to approve Library Resolution No. 2122-07 and to authorize the Board President and Secretary to execute the document.

ROLL CALL:

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

Absent: John Engebretson

Nay: none

Motion Passed.

B. FY 21/22 Working Budget - revised

It was moved by Cary Waxler and seconded by Bonita Drew to approve the Revised FY 21/22 Working Budget.

ROLL CALL:

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

Absent: John Engebretson

Nay: none

Motion Passed.

C. FY 21/22 Appropriation Resolution – revised

It was moved by William Weller and seconded by Cary Waxler to approve Resolution No. 2122-8 (FY 21/22 Revised Budget Resolution and Tax Levy) that Amends Library Resolution No. 2021-6 and authorize the Board President and Secretary to execute the document and the Library Director to forward to the City of Crystal Lake.

ROLL CALL:

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

Absent: John Engebretson

Nay: none

Motion Passed.

D. Snow removal contract - award

It was moved by William Weller and seconded by Cary Waxler to accept the Tonkin Landscape snow removal proposals for 126 W. Paddock and 81 Crystal Lake Ave. for the 2021/2022 winter season for the amounts specified in the proposals and authorize the Library Board president to sign the proposals.

ROLL CALL:

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

Absent: John Engebretson

Nay: none

Motion Passed.

XI. Board Discussion: None.

XII. Staff Reports: Written reports from Circulation, Adult Services, Virtual In-Person Programs, Public Relations, and IT/Technical Services were included in the packet.

XIII. Executive Session to discuss occupant of a public office [5 ILCS 120/2 (c) (3)]
The Board did not go into Executive Session.

XIV. Board Actions related to Executive Session.
No action was taken because the Board did not go into Executive Session.

XV. Adjournment. It was moved by William Weller and seconded by James Becker to adjourn at 8:25 p.m.

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

Rebecca Sisler, Secretary