

**Crystal Lake Public Library**  
**Board of Trustees**  
**Regular Meeting Minutes**  
November 17, 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:** Bonita Drew, Chuck Ebann, Alice Fellers, Rebecca Sisler, Charles Stump, Cary Waxler, William Weller. Due to medical reasons, the Board agreed to allow James Becker to attend the meeting via Zoom.

**Absent:** none

**Staff Present:** Kathryn Martens, Library Director; Karen Migaldi, Assistant Director; Teri Galluzzi, Business Manager; Stephanie Price, Public Relations Coordinator; Julie Gibson, Head of Circulation; Veronica Morales, Administrative Assistant; Penny Ramirez, Head of IT and Tech Services; Nancy Weber, Head of Adult Services.

**III. Public Comment:** None

**IV. Board Development – Email communications:**

Trustee Waxler reviewed the Board’s E-mail Communications Policy, which states the Board must conduct its business in public. Email is not to be used to discuss any substantial topics. All emails between trustees should be copied “cc’d” to the director, who is the keeper of Board records.

**V. Approval of minutes of previous meeting(s):** It was moved by Cary Waxler and seconded by William Weller to approve the minutes of the October 20, 2021 Board meeting and include the revision that 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.

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

**VI. Committee and Board Member Reports:**

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

- Finance, October 28, 2021
- Personnel, November 8, 2021
- Facilities, November 8, 2021

- Governance, November 9, 2021

**VII. Financial Reports:**

**A. FY 20/21 Final**

It was moved by Rebecca Sisler and seconded by Cary Waxler to approve the FINAL FY 20/21 Financial Report – post audit.

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

**B. FY 21/22 as of October 31, 2021**

It was moved by Chuck Stump and seconded by Bonita Drew to approve the FY 21/22 Financial Report as of October 31, 2021.

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

**VIII. Approval of Disbursements: It was moved by Cary Waxler and seconded by Rebecca Sisler to approve Disbursements in the amount of \$351,377.22**

	<b>Total</b>
<b>OPERATING FUNDS</b>	109,078.84
	197,779.29
<b>IMRF/FICA FUNDS</b>	40,463.46
<b>CONSTRUCTION &amp; REPAIR</b>	2,501.47
<b>PER CAPITA GRANT</b>	1,532.17
<b>GIFT &amp; MEMORIAL FUNDS</b>	21.99
<b>REPAIRS PROJECT</b> Operating	0.00
Const. & Repair	0.00
Special Reserve	0.00
<b>GRAND TOTAL</b>	<b>351,377.22</b>

**ROLL CALL:**

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

**Absent: none**

**Nay: none**

**Abstain: none**

**Motion Passed**

**IX. Communications: None**

**X. Board Action**

**A. FY 20/21 Audit – report from Finance Committee** - The Board received the FY 20/21 audit report.

**B. Illinois Libraries Present – Intergovernmental Agreement – approve**

**It was moved by Chuck Stump and seconded by Cary Waxler to approve the Illinois Libraries Present – Intergovernmental Agreement for Joint Purchasing of Library Programming, Events and Services for \$750 for the 6 month trial and authorize the Board of Library Trustees President to sign the agreement.**

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

**XI. Board Discussion**

**A. COVID vaccine**

The Board reviewed the Library’s current voluntary COVID-19 Vaccination Policy and discussed considerations for a change in policy to require the COVID-19 vaccination. The Board gave feedback to the Personnel Committee, which will discuss the matter further at a future meeting.

Charles Stump reported that he attended the advocacy sessions through ILA – What has the Library done for you? He also attended the Senior Fair at MCC. He has written letters to Senators Duckworth and Durbin to promote Library funding.

Alice Fellers reported that she talked with the Mayor about how to get the word out about the Board vacancy. Notices will be posted by the Library and City. The Mayor wants the Library Board to vet candidates and provide him with input. The final appointment decision is up to the Mayor and City Council.

**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. Adjournment:** It was moved by Rebecca Sisler and seconded by William Weller to adjourn at 8:22 p.m.

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

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Rebecca Sisler, Secretary