

**Crystal Lake Public Library
Board of Trustees
Regular Meeting Minutes
January 19, 2022**

Because of the current spike in COVID-19 illness, the Board of Library Trustees of the City of Crystal Lake is holding a virtual meeting to consider essential business.

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: None

Staff Present: Kathryn Martens, Library Director; Karen Migaldi, Assistant Director; Teri Galluzzi, Business Manager; Stephanie Price, Public Relations Coordinator; Veronica Morales, Administrative Assistant and Recording Secretary; Nancy Weber, Head of Adult Services; Julie Gibson, Head of Circulation; Penny Ramirez, Head of IT and Technical Services; Becky Fyolek, Head of Youth Services; Ashlee Tominey, Youth Services Librarian

Guest: Ed Budy

III. **Public Comment:** None

IV. **Board Development – Winter Reading Program and Collaborations:**

Becky Fyolek, Head of Youth Services, provided information on the Winter Reading Program, Harry Potter Book Week, and Library Lovers Expedition.

V. **Approval of minutes of previous meeting(s):** It was moved by James Becker and seconded by Bonita Drew to approve the minutes of the December 15, 2021 Board meeting as amended and include the revisions that Trustee Alice Fellers requested 1) under X.C.2. that the consultant present at our Board meeting resumes and additional information about top candidates and discuss with the Board each candidate in detail and answer questions from the Board and 2) under XI that Trustee Fellers raised concerns about why in four months nothing has been on Board Agendas for the Board to deliberate and decide matters regarding new director search.

ROLL CALL:

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

Absent: None

Nay: None

Abstain: None

Motion Passed

VI. Committee and Board Member Reports:

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

- Planning/PR, January 5, 2022
- Personnel, January 6, 2022
- Personnel, January 13, 2022

Trustee Sisler reported that she attended the City Council meeting last night and gave a quick update on all the wonderful things going on at the library.

Trustees Ebann, Stump, Drew, and Fellers will be attending the Crystal Lake Chamber's State of the Community Luncheon on Friday, February 4, 2022.

VII. Financial Reports: It was moved by Cary Waxler and seconded by Charles Stump to approve the FY 21/22 Financial Reports as of December 31, 2021.

ROLL CALL:

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

Absent: None

Nay: None

Abstain: None

Motion Passed

VIII. Approval of Disbursements: It was moved by Charles Stump and seconded by Cary Waxler to approve the Regular Disbursements for January 2022 in the amount of \$459,905.43

	<u>TOTAL</u>
OPERATING FUNDS	90,252.75
	302,344.54
IMRF/FICA FUNDS	58,931.99
CONSTRUCTION & REPAIR	4,728.93
PER CAPITA GRANT	639.30
GIFT & MEMORIAL FUNDS	337.92
SPECIAL RESERVE FUNDS –	2,670.00
WATER MAIN LEAK	
GRAND TOTAL	459,905.43

ROLL CALL:

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

Absent: None

Nay: None

Abstain: None

Motion Passed

IX. Communications: None

X. Board Action – Committees have not yet completed their work on the Strategic Plan extension or Succession Plan, so these items will be on the February board agenda.

XI. Board discussion

Trustee Alice Fellers requested that going forward all matters of the director search, including working with the consultant, deliberation, and decisions be put on Board Agendas for the Board to address rather than the Personnel Committee.

Trustee James Becker said he has a similar concern, as he has noted over time that a lot of Board committees have more than the minimum three or four members and with this there is a tendency to over decide or make Board decisions as the majority of the Board is present; he believes this is a bad practice. Trustee Becker recognizes that sometimes there are time sensitive issues and believes that when certain matters come up, like an executive director search, it is better to adjust the Board meeting schedules as required rather than to have top heavy and member heavy committee meetings. Trustee Becker brought up the question of decisions made a committee level with all Board members present versus one made at a Board meeting.

President Chuck Ebann stated that the Personnel Committee is responsible for the executive director search. He also stated that committees keep projects moving along and then bring recommendations for major decisions or expenditures to the Board.

Vice-President William Weller reminded the Board that they, the Personnel Committee, was assigned the responsibility to serve as the Search Committee and President Chuck Ebann extended an open invite to all Board members to join the Personnel Committee on a temporary basis for the duration of the search for a new library director.

Trustee Alice Fellers further investigated The City's Impact Fees Ordinance and found they need to be applied for within 5 years of collection or the library risks losing some of the funds. The Library has applied once for the \$152,660 the auditor shows on our books, but is still held by the City. The initial application needs revisions, as it has to be proven that the money given to the library is supporting a current project that improves the services

to the additional people added by those developments. Director Martens has reapplication on her projects list.

XII. Staff Reports: Written reports from Adult Services, Circulation, IT/Technical Services, Public Relations, and Youth Services were included in the packet.

XIII. Adjournment: It was moved by Charles Stump and seconded by James Becker to adjourn at 8:10 p.m.

ROLL CALL:

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

Absent: None

Nay: None

Abstain: None

Motion Passed

Rebecca Sisler, Secretary