

**Crystal Lake Public Library
Board of Trustees
Regular Meeting Minutes
February 16, 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 7:01 p.m.

II. **Roll Call and declaration of quorum:**

Present: James Becker, Bonita Drew, Chuck Ebann, Alice Fellers (away from meeting 8:56-9:15pm), Rebecca Sisler, Charles Stump, Cary Waxler (away from meeting 7:16-7:37pm), 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; Staff: Dawn Dvorak, Youth Services Librarian; Ashlee Tominey, Youth Services Librarian

Guests: Ed Budy, Mary Fisher

- III. **Public Comment:** None was received

IV. **Board Development – CLPL Personnel Policy overview:**

The succession plan references that the Board of Library Trustees should be familiar with portions of the CLPL Personnel Policy that apply directly to the Library Director position. As per Personnel Committee recommendation, Library Director Kathryn I. Martens did an overview of the CLPL Personnel Policy and pointed out key points relating the Library Director position specifically.

Trustee Cary Waxler left meeting at 7:16 p.m. and returned at 7:37 p.m.

- V. **Approval of minutes of previous meeting(s):**

It was moved by William Weller and seconded by James Becker to approve the minutes of the Regular Meeting of January 19, 2022 as amended and include the revision that Trustee

Alice Fellers requested under XI. Board Discussion, last paragraph, end of first sentence, add “of collection or the library risks losing some of the funds.”

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

It was moved by William Weller and seconded by Rebecca Sisler to approve the minutes of the Special Meeting of January 26, 2022 as presented.

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:

- Facilities, January 10, 2022
- Finance, January 17, 2022
- Planning/PR, February 2, 2022
- Personnel, February 3, 2022

Trustee Waxler reported that the Facilities Committee is currently working with Engberg Anderson to bid the replacement of the condenser unit on the 1995 building. He also reported that the elevator has a failing valve that is scheduled for repair at the end of March. The elevator will be shut down for a week for the repair.

Library Director Kathryn I. Martens reported that the Library received a \$36,000 check from the insurance claim submitted on the water main leak towards the end of November 2021. Thanks to Karen Migaldi, Assistant Director, for timeline and documentation, Jim Horan, Building Maintenance Manager, and Stephanie Price, PR Coordinator, for photos recording the whole event, and Teri Galluzzi, Business Manager, for submitting the claim with that documentation.

Trustee Fellers reminded the Library Board, as per the Bylaws, that it is the responsibility of the Governance Committee to conduct Board candidate interviews and forward a

recommendation to the Mayor to appoint a candidate. The Governance Committee will be conducting Board candidate interviews on Monday, February 28, 2022 at 5 pm.

Trustee Stump reported attending the February 1, 2022 City Council meeting dressed as a penguin and accompanied by Youth Services Librarians Seanine Brady and Ashlee Tominey to promote Harry Potter Week and the Winter Reading Program. He also reported he will be attending the 2022 Illinois Library Association Legislative Meet-ups via Zoom. This series of legislative events provides an opportunity to meet with your legislators and hear their thoughts firsthand about issues affecting libraries in your area.

Trustee Sisler reported that she will be attending PLA 2022 in Portland, Oregon March 23-25. She mentioned that Nancy Weber, Head of Adult Services will also be attending PLA 2022.

Trustee Drew remarked on the amazing job done with the Library Lovers Expedition Program by Public Relations Coordinator Stephanie Price along with Youth Services Librarian Seanine Brady.

Trustees Ebann, Stump, Drew, Fellers and Library Director Kathryn I. Martens attended 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 January 31, 2022.

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 Rebecca Sisler to approve the Regular Disbursements for February 2022 in the amount of \$373,392.35, as follows:

<u>FUND</u>	<u>TOTAL</u>
OPERATING	124,155.37
	197,252.77
IMRF/FICA	36,865.16
CONSTRUCTION & REPAIR	6,790.61
PER CAPITA GRANT	8,304.98
GIFT & MEMORIAL	23.46
GRAND TOTAL	373,392.35

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:** Library Director Kathryn I. Martens provided the Library Board with RAILS Strategic Plan (2022-2025).

X. Board Action

A. Strategic Plan extension – recommendation from Planning/PR Committee

It was moved by William Weller and seconded by James Becker to approve the Crystal Lake Public Library Strategic Plan extension – 2019-2022 as recommended by the Planning/PR Committee.

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

B. Communications Plan 2022 – recommendation from Planning/PR Committee

It was moved by William Weller and seconded by Rebecca Sisler to approve the 2022 Communications Plan.

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

C. Succession Plan – recommendation from Personnel Committee

It was moved by William Weller and seconded by Bonita Drew to approve the Crystal Lake Public Library Succession Plan as recommended by the Personnel Committee.

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

- D. Educational Assistance request – recommendation from Personnel Committee**
It was moved by William Weller 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 spring 2022 semester, up to a maximum of \$995, upon completion of the course and submission of required paperwork.

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

- E. Executive Director selection process – recommendation from Personnel Committee**
It was moved by William Weller and seconded by Cary Waxler to approve the recommendation from the Personnel Committee that going forward discussions with John Keister regarding candidates for Executive Director should include the full Board and be conducted at special meetings of the Board.

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

Trustee Alice Fellers left meeting at 8:56 p.m.

- F. Mask Policy**
It was moved by Cary Waxler and seconded by Charles Stump to approve the recommendation from the Library Director regarding masks as written regarding both, the Public section and the Staff section:

1. **Public** – CLPL will comply with the Governor’s action related to requiring or not requiring that masks be worn indoors. When the Governor lifts the indoor mask mandate, masks will be recommended, but not required.
2. **Staff** – having enough healthy staff to provide quality public library services 68 hours, 7 days a week is the goal. With that goal in mind, the Library Director, along with the Library Management Team, will continue to monitor the changing pandemic conditions, transmission rating of McHenry County, CDC and IDPH guidance, and levels of staff absent due to COVID and make appropriate, timely decisions on when and where staff need to wear masks inside the Library.

ROLL CALL:

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

Absent: None

Nay: None

Abstain: None

Motion Passed

XI. Board discussion

A. Nonresident services – recent legislation & Inter-Governmental Agreements (IGAs)

Assistant Library Director Karen Migaldi provided information on current nonresident services, legislation and Inter-Governmental Agreements (IGAs).

Trustee Fellers returned to meeting at 9:15 p.m.

Becky Fyolek, Head of Youth Services, and YS Librarians, have been working with District 47 on a possible Inter-Governmental Agreement that would provide limited access cards to D47 students in unserved areas who do not qualify for the Cards for Kids program.

The requirement of an IGA is that the Library receive either money or in-kind services comparable to the cost of the access the Library would provide to nonresident students. Library Board members expressed interest in pursuing the IGA with D47. The Library Board would also like to see an IGA with D155 pursued.

Trustee Fellers expressed she really enjoyed visiting the participating Libraries Lovers Expedition libraries. Trustee Fellers requested that Board meeting recordings be posted on the CLPL website and the Library’s YouTube channel for the public to watch. Assistant Director Karen Migaldi said that early in COVID and Zoom meetings, the Board virtual meetings were posted out of caution, but the Library is not required to post or permanently retain these recordings. Assistant Director Migaldi also added that if recent

recordings are posted they will create confusion as there are gaps created by Board meetings held in person (not recorded). Assistant Director Migaldi said that virtual meeting recordings have been archived and are available to the public upon request.

Trustee Waxler expressed interest in having Representative Susanne Ness at the Library on a more predictable schedule. Library Director Kathryn I. Martens said the Library is definitely open to this and it would be up to Representative Ness and her staff.

XII. Staff Reports: Written reports from Adult Services, Circulation, IT/Technical Services, Public Relations, Youth Services, and the December and January statistical reports were included in the packet. Trustee Sisler mentioned she is pleased to see the door count is increasing.

XIII. Adjournment: It was moved by William Weller and seconded by James Becker to adjourn at 9:57 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