

**Crystal Lake Public Library Board of Trustees
Regular Meeting Minutes
April 20, 2022, 7 pm, Crystal Lake Public Library**

I. **Call to Order:** The meeting of the Crystal Lake Public Library Board of Trustees was called to order by President Chuck Ebann at 7:00 p.m.

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

Present: James Becker, Bonita Drew, Chuck Ebann, Alice Fellers, Mary Fisher, Rebecca Sisler, Charles Stump, Cary Waxler, William Weller.

Absent: None

Staff Present: Kathryn I. Martens, Library Director; Karen Migaldi, Assistant Director; Kriste Amherdt, Business Manager; Veronica Morales, Administrative Assistant and Recording Secretary; Nancy Weber, Head of Adult Services; Julie Gibson, Head of Circulation; Penny Ramirez, Head of Technical and Automation Services

Guest: Joe Huberty, Architect, Engberg Anderson Architects, Inc.

III. **Public Comment:** None

IV. **Board Development:**

National Volunteer Week – Library Director Kathryn I. Martens recognized the work of Library Board members.

Trustee Sisler reported on the 2022 PLA Portland Oregon Conference that she attended with Head of Adult Services Nancy Weber.

Trustee Stump reported that he continues to attend virtual Spring ILA Trustee Forum Workshops. He will be attending one more virtual workshop in May 2022.

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

It was moved by Cary Waxler and seconded by Charles Stump to approve the minutes of

- the Special Meeting of March 15, 2022 as amended and include the correction under VI. from “Becky” to “Becker”
- the Regular Meeting of March 16, 2022 as presented
- the Special Meeting of April 5, 2022 as presented
- the Special Meeting of April 6, 2022 as presented
- the Special Meeting of April 14, 2022 as presented.

Voice Vote: Aye- 9; 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:

- Facilities, March 14, 2022
- Technology, March 24, 2022
- Facilities, April 11, 2022

Facilities, March 14, 2022 – correction needed under 6. Rental Properties Update delete repeated information on 11 McHenry Avenue.

Facilities, April 11, 2022 – correction of dates needed under 4. Library Building and Grounds, C. HVAC Maintenance Contract on the first sentence from “06/01/2022-05/31/2022” to “06/01/2022-05/31/2023.”

VII. Financial Reports: It was moved by William Weller and seconded by James Becker to approve the FY 21/22 Financial Report as of March 31, 2022.

Voice Vote: Aye- 9; Nay- 0; Absent- 0; Abstain- 0; Motion Passed.

VIII. Approval of Disbursements: It was moved by William Weller and seconded by Charles Stump to approve the Regular Disbursements for April 2022 in the amount of \$397,000.52, as follows:

<u>FUND</u>	<u>TOTAL</u>
OPERATING	143,793.52
	200,756.52
IMRF/FICA	37,568.33
CONSTRUCTION & REPAIR	4,772.93
PER CAPITA GRANT	10,109.22
GRAND TOTAL	\$397,000.52

ROLL CALL:

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

Absent: None

Nay: None

Abstain: None

Motion Passed

The Library will be returning to paper checks in place of checks issued through Home State Bank as it is time-saving, easier for staff and less confusing for vendors.

IX. Communications:

The following documents were included in the packet:

- Mary Fisher City of Crystal Lake letter of appointment to the Library Board
- CLPL Board of Library Trustees updated contact information
- Suzanne Ness, State Representative thank you note

X. Board Action

A. Technology Plan – recommendation from Technology Committee

It was moved by Charlie Stump and seconded by Rebecca Sisler to approve the Technology Plan covering FY 21/22, FY 22/23, and FY 23/24.

Voice Vote: Aye- 9; Nay- 0; Absent- 0; Abstain- 0; Motion Passed.

B. HVAC maintenance contract – annual renewal – recommendation from Facilities Committee

It was moved by Cary Waxler and seconded by Rebecca Sisler to approve the Preferred Maintenance Program HVAC & Controls contract with MG Mechanical Service, Inc. for \$23,300 for the period June 1, 2022-May 31 2023 and authorize the President of the Board of Library Trustees of the City of Crystal Lake to execute the document.

ROLL CALL:

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

Absent: None

Nay: None

Abstain: None

Motion Passed

C. Construction Manager contract – recommendation from Facilities Committee

It was moved by Charles Stump and seconded by Cary Waxler to approve the contract and rider with Shales McNutt to oversee the condenser replacement for the sum of \$23,848 and to authorize the President of the Board of Library Trustees of the City of Crystal Lake to execute the documents.

ROLL CALL:

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

Absent: None

Nay: None

Abstain: None

Motion Passed

D. Capital Maintenance Plan

- 1. Presentation by Joe Huberty, Engberg Anderson** – Architect Joe Huberty from Engberg Anderson Architects, Inc. presented to the Library Board the Crystal Lake Public Library 2022 Capital Maintenance Plan.
- 2. Acceptance – Facilities Committee Recommendation**
It was moved by Cary Waxler and seconded by William Weller to accept the 2022 Capital Maintenance Plan and to utilize it to identify future capital needs.

ROLL CALL:

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

Absent: None

Nay: None

Abstain: None

Motion Passed

Architect Joe Huberty left the meeting at 8:39 p.m.

E. Resolution of Appreciation

It was moved by Cary Waxler and seconded by Bonita Drew to approve the Library Resolution No. 2122-10, a Resolution of Appreciation for John T. Engebretson.

Voice Vote: Aye- 9; Nay- 0; Absent- 0; Abstain- 0; Motion Passed.

It was moved by William Weller and seconded by Rebecca Sisler to approve the Library Resolution No. 2122-11, a Resolution of Appreciation for Kathryn I. Martens.

Voice Vote: Aye- 9; Nay- 0; Absent- 0; Abstain- 0; Motion Passed.

XI. Board discussion: None

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

Trustee Stump mentioned he is pleased to see door count numbers increase.

Vice President Weller commented on the number of passports processed through our Library.

XIII. Executive Session

It was moved by William Weller and seconded by Cary Waxler to go into Executive Session at 8:46 p.m. for the purposes of discussing personnel [5 ILCS 120/2(c)(1)] and to invite Kathryn I. Martens, Library Director and Karen Migaldi, Assistant Director to attend.

ROLL CALL:

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

Absent: None

Nay: None

Abstain: None

Motion Passed

The Board returned to regular session at 9:05 pm

XIV. Actions related to the Executive Session discussions - none

XV. Adjournment: It was moved by William Weller and seconded by James Becker to adjourn at 9:06 p.m.

Voice Vote: Aye- 9; Nay- 0; Absent- 0; Abstain- 0; Motion Passed.

Rebecca Sisler, Secretary