

**Crystal Lake Public Library Board of Trustees**  
**Regular Meeting Minutes**  
**June 15, 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.

**Absent:** William Weller

**Staff Present:** Becky Fyolek, Executive 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; Christine Ticknor, Interim Head of Youth Services.

**Guests:** None

**III. Public Comment:** None

**IV. Board Development – Illinois Libraries Present:**

Nancy Weber, Head of Adult Services, reported on the 6-month trial of the Intergovernmental Agreement for Joint Purchasing of Library Programming, Events and Services. She also provided information on programs for the upcoming season.

**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 Regular Meeting of May 18, 2022 as presented.**

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

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

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

- Facilities, May 21, 2022
- Personnel, May 25, 2022

Trustee Waxler reported that the Facilities Committee is currently on track with the condenser replacement.

**VII. Financial Reports:**

**A. It was moved by Charlie Stump and seconded by Rebecca Sisler to approve the FY 21/22 Financial Report as of May 31, 2022.**

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

**B. It was moved by Rebecca Sisler and seconded by Bonita Drew to approve the FY 22/23 Financial Report as of May 31, 2022.**

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

**VIII. Approval of Disbursements: It was moved by Cary Waxler and seconded by Charles Stump to approve the Regular Disbursements for June 2022 in the amount of \$430,332.67, as follows:**

<b><u>FUND</u></b>	<b><u>FY 21-22</u></b>	<b><u>FY 22-23</u></b>	<b><u>TOTAL</u></b>
<b>OPERATING</b>	918.18	134,557.90	135,476.08
	0.00	229,144.30	229,144.30 <sup>(1)</sup>
<b>IMRF/FICA</b>	0.00	43,037.32	43,037.32 <sup>(2)</sup>
<b>CONSTRUCTION &amp; REPAIR</b>	0.00	10,136.62	10,136.62
<b>GIFT &amp; MEMORIAL FUNDS</b>	-	1,127.25	1,127.25
<b>SPECIAL RESERVE FUNDS</b>	0.00	11,411.10	11,411.10
<b>GRAND TOTAL</b>	<b>\$918.18</b>	<b>\$429,414.49</b>	<b>\$430,332.67</b>

(1) Operating Total

(2) IMRF/FICA Total

**ROLL CALL:**

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

**Absent: William Weller**

**Nay: None**

**Abstain: None**

**Motion Passed**

**IX. Communications:** Trustee Fellers remarked on the amazing partnership CLPL has built with the Park District, most recently with the Crystal Lake Strikers Concert at Woods Creek Park this past Saturday, June 11, 2022 with over 350 attendees.

**X. Board Action**

**A. Insurance Package – renewal for FY 22/23**

**It was moved by Charles Stump and seconded by James Becker to approve the insurance package renewal for FY 22/23 effective July 8, 2022 and August 15, 2022 through Lamb, Little & Co. at a cost not to exceed \$38,000.**

**ROLL CALL:**

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

**Absent: William Weller**

**Nay: None**

**Abstain: None**

**Motion Passed**

**B. Nonresident fee – annual review & decision on participation**

**It was moved by Rebecca Sisler and second by Cary Waxler to opt IN on selling Nonresident Cards using the tax bill method for the period of 7/1/22 – 6/30/23.**

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

**C. Annual Reports for FY 21/22 – CLPL – review**

**1. CLPL – the Crystal Lake Public Library Annual Report FY 21/22 was reviewed and discussed by the Library Board.**

**2. Illinois Public Annual Report – approval – The FY 21/22 Illinois Public Annual Report (IPLAR) was reviewed and discussed by the Library Board.**

**It was moved by Bonita Drew and seconded by Charles Stump that:**

- this Illinois Public Library Annual Report (IPLAR) be filed in accordance with 75 ILCS 5/40-10**
- the FY 21/22 IPLAR is essential and correct**
- the Library Director, Board President and Board Secretary are authorized to execute the document**
- the Library Director is authorized to submit the FY 21/22 IPLAR to the Illinois State Library**

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

Trustee Drew remarked on the importance to remain consistent with the new director job title as it has changed from Library Director to Executive Director.

**D. Nominating Committee for FY 22/23 officers – appointment**

Board President Charles Ebann appointed trustees William Weller and Alice Fellers to the Nominating Committee for Board Officers FY 22/23. Trustees need to give their nominations to the Nominating Committee before the next Board meeting on July, 20, 2022.

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

**XI. Board discussion:**

Trustee Drew requested updated Library Board contact information. Trustee Drew thanked CLPL staff, the Personnel and PR/Planning Committees for their contributions to the Staff Recognition Breakfast. Executive Director Fyolek mentioned that staff members were very appreciative of the event.

Board President Ebann reported that the Governance Committee is in the process of collecting Executive Session notes.

Trustee Fellers brought up to the Library Board the idea of having a secure box to keep Executive Session documents and recordings.

Trustee Sisler would like to explore the idea of having a CLPL email address for Board members instead of using personal ones.

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

Trustee Drew thanked CLPL staff for their contributions on both May celebrations, the Public Farewell Reception and retirement party, in honor of former Library Director Kathryn I. Martens.

**XIII. Executive Session**

**It was moved by James Becker and second by Bonita Drew to go into Executive Session at 8:07 p.m. for the purposes of discussing personnel [5 ILCS 120/2(c)(1)].**

**ROLL CALL:**

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

**Absent: William Weller**

**Nay: None**

**Abstain: None**

**Motion Passed**

The Board returned to regular session at 8:54 p.m.

**XIV. Actions related to Executive Session discussions**

**It was moved by Cary Waxler and seconded by James Becker to approve the Executive Session minutes as amended of**

- the Special Meeting of April 6, 2022**
- the Special Meeting of April 14, 2022**
- the Special Meeting of April 18, 2022**
- the Special Meeting of April 20, 2022**

- the Special Meeting of April 26, 2022
- the Special Meeting of May 2, 2022
- the Special Meeting of May 5, 2022

**ROLL CALL:**

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

**Absent:** William Weller

**Nay:** None

**Abstain:** None

- XV. Adjournment:** It was moved by James Becker and seconded by Cary Waxler to adjourn at 8:58 p.m.

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

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**Rebecca Sisler, Secretary**