

**Crystal Lake Public Library Board of Trustees
Regular Meeting Minutes
July 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. Oath of Office: Bonita Drew, Mary Fisher, and Cary Waxler were reappointed to the Crystal Lake Library Board of Trustees for another 3 years and took the oath of office.

III. Roll Call and declaration of quorum:

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

Absent: James Becker

Staff Present: Karen Migaldi, Assistant Director; Stephanie Price, Public Relations Coordinator, Veronica Morales, 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

IV. Public Comment: None

V. Board Development – Library Emails:

As requested at the June Board Meeting and in order to facilitate compliance with FOIA, Trustees have been issued CLPL email addresses. Board e-mail communication should no longer be conducted using any private email account. All official Board communications will go through the newly issued library email addresses.

Penny Ramirez, Head of Technical and Automation Services, provided a tutorial on how to use the new library e-mail.

Trustee Stump reported writing to State Senator Dick Durbin requesting the increase of library funding. He also reported applying to the Library Trustee Forum, which will take place Thursday, August 18, 2022 via zoom.

VI. 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 June 15, 2022 as presented.

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

VII. Committee and Board Member Reports:

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

- Facilities, June 13, 2022
- Planning/PR, July 6, 2022
- Facilities, July 11, 2022

Trustee Waxler informed the Library Board of the sad loss of Paul Wells. Paul Wells handled the management of the library's rental properties. The Facilities Committee will be working on hiring a new property manager.

Trustee Waxler updated the Board on the condenser replacement. Trustee Waxler reported that the new air conditioner on the roof of the 1984 addition suffered damage during the storm on July 4th. The two compressors that were damaged were fortunately still covered under the warranty, and the insurance company will pay for the remaining of the expense. The Facilities Committee strongly recommends that the library work with John Shales to group projects on the Capital Maintenance Plan, as some of the same heavy equipment will be used for different projects. The library could also realize some savings for construction management fees by consolidating projects.

The Planning/PR Committee will be working to schedule a strategic planning session and requested guidance from the Board.

Trustee Drew reported that the Board member recognition event for Terri Reece will take place Wednesday, August 17, 2022 at 11:30am in the Crystal Lake Village Squire. She also reported that she continues to work with John Engebretson's family on a future date for his recognition event.

Julie Gibson, Head of Circulation Services pointed out that on the July 6, 2022 Planning/PR Committee minutes, under section 5. PR & Communications – Plans for Summer/Fall the incorrect date is reflected for the Crystal Lake Police for National Night Out event. It should read August 4th instead of August 14th.

VIII. Financial Reports:

- A. FY 21/22 – It was moved by William Weller and seconded by Cary Waxler to approve the pre-audit FY 21/22 Financial Report as of June 30, 2022.**

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

- B. FY 22/23 – It was moved by William Weller and seconded by Rebecca Sisler to approve the pre-audit FY 22/23 Financial Report as of June 30, 2022.**

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

IX. Approval of Disbursements: It was moved by Charles Stump and seconded by William Weller to approve the Regular Disbursements for June 2022 in the amount of \$413,270.83, as follows:

<u>FUND</u>	
OPERATING	105,402.48
	226,720.30 ⁽¹⁾
IMRF/FICA	36,747.34
CONSTRUCTION & REPAIR	29,457.76
	955.00
GIFT & MEMORIAL FUNDS	6,344.21
	971.83
SPECIAL RESERVE FUNDS	6,671.91
GRAND TOTAL	\$413,270.83

(1) Operating Total

Trustee Drew requested clarification on the following bill listing line items:

- #7120 Continuing Education – University of Wisconsin-Madison (Operating Fund)
 - Assistant Director Karen Migaldi explained that this is a conference registration fee for two Circulation Services staff members to attend the “Back in Circulation Again 2022” Conference Sessions at the University of Wisconsin-Madison.
- #7620 ULINE – Outdoor Bench (Gift & Memorial Fund)
 - Assistant Director Karen Migaldi explained that this outdoor bench was purchased with donation money and that it is conveniently located close to the Paddock St. entrance for patrons to be able to watch for their rides in comfort.

ROLL CALL:

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

Absent: James Becker

Nay: None

Abstain: None

Motion Passed

X. Communications:

Information on the 2022 Illinois Library Association (ILA) Annual Conference was provided. This year the conference will take place from October 18th through October 20th at the Stephens Convention Center in Rosemount, Illinois. Board Members are encouraged to attend, especially Trustee Day, October 20, 2022. Trustee Fellers requested information on Trustee Day topics if available.

Trustee Drew will share with the City Council that a letter has been received from the Office of the Secretary of State stating the Crystal Lake Public Library has been awarded Per Capita Grant in the amount of \$59,396.78. Trustee Drew is very pleased with the turnout of the Jim Gill concert held at Crystal Lake Main Beach on Monday, June 27 at 10am, it was well attended and patrons had a great time.

XI. Board Action

A. Approve 2023 Calendars

1. Library Board meetings

It was moved by William Weller and seconded by Charles Stump to approve 2023 meeting dates for the Crystal Lake Public Library Board of Trustees per the attached schedule and to move the December 20th meeting to Wednesday, December 13.

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

2. Library Closings

It was moved by William Weller and seconded by Cary Waxler to approve the 2023 Scheduled Library Closings for the Crystal Lake Public Library.

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

Trustee Drew brought up the idea of closing the library on the Sunday falling on the fourth of July Crystal Lake Parade, due to low door count. This topic will be revisited by the Personnel Committee at a future date.

B. Election of Officers for FY 22/23

It was moved by Rebecca Sisler and second by Charles Stump to close the nominations and elect the Slate of Officers for FY 22/23 as presented by the Nominating Committee.

The Slate is:

President	William Weller
Vice-President	Mary Alice Fellers
Treasurer	Cary Waxler
Secretary	Rebecca Sisler

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

C. Revised Banking Resolution

It was moved by Charles Stump and seconded by Rebecca Sisler to approve the attached Library Resolution 2223-2 – Banking Resolution.

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

XII. Board discussion:

Trustee Drew highly recommended the book “Ain’t Burned All the Bright” by Jason Reynolds.

Trustee Stump shared with the Board that he had read an article published Monday of this week on the Chicago Sun-Times titled “In an age of misinformation, why are there so few librarians at Chicago Public Schools?” This article stated that Chicago has the nation’s third largest public school system and only about 90 schools with full-time librarians. Trustee Stump attended the library’s virtual program “Ten Questions to Ask your Financial Planner” on Tuesday, July, 19. Kudos to staff for a very well done program. He also attended his first BINGOsize program earlier that day and plans to attend the rest in the series.

Trustee Waxler and Trustee Sisler were honored to hold the CLPL banner during the Crystal Lake Fourth of July Parade. Trustee Waxler reported receiving lots of positive feedback from the public. Several patrons thanked him for the virtual programing during the pandemic.

Trustee Sisler is appreciative of Celebrate Pride Month programming during the month of June. She received positive feedback from one of the registrants stating that having this type of programming when younger would have meant a lot.

Trustee Weller gave a big shout-out to Circulation staff member Shannon Niemann for coming up with the new Self-Serve Hold Shelves configuration.

XIII. Staff Reports: Written reports from Executive Director, Adult Services, Circulation Services, IT/Technical Services, Public Relations and Development Staff, Youth Services, and the May and June statistical reports were included in the packet.

Trustee Fellers likes the format staff reports are presented.

Trustee Stump presented Becky Fyolek to the Crystal Lake City Council at their June 21, 2022 meeting as the library’s new Executive Director.

XIV. Adjournment: It was moved by Cary Waxler and seconded by William Weller to adjourn at 8:23 p.m.

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

Rebecca Sisler, Secretary