

Crystal Lake Public Library Board of Trustees
Regular Meeting Minutes
August 17, 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 William Weller at 7:01 p.m.

II. Roll Call and declaration of quorum:

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

Absent: None

Staff Present: Becky Fyolek, Executive Director; Karen Migaldi, Assistant Director; Veronica Morales, Recording Secretary; Julie Gibson, Head of Circulation; Penny Ramirez, Head of Technical and Automation Services; Christine Ticknor, Interim Head of Youth Services. Dawn Dvorak and Ashlee Tominey, Youth Services Librarians.

Guests: None

III. Public Comment: None

IV. Board Development – Rethinking Outreach: People Over Process ILA 2022

Youth Services Librarians Dawn Dvorak and Ashlee Tominey will be presenting at the 2022 ILA Annual Conference this October and shared a preview of their presentation with the Board. The Board is very pleased with the outstanding collaboration between D47 and our library.

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

It was moved by Charles Ebann and seconded by Charles Stump to approve the minutes of the Regular meeting of July 20, 2022 as presented.

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

VI. Committee and Board Member Reports:

There were no Board Committee meeting minutes included in the packet.

Trustee Waxler updated the Board on the condenser replacement of the 1995 addition. Trustee Waxler reported that the condenser replacement is currently on track and scheduled towards the end of September to go into early October. The library plans to remain open to the public during this project.

Trustee Waxler informed the Board on the property manager search. The library owns five rental properties that were previously managed by Mr. Paul Wells. After his sudden loss in late June, the Facilities Committee has been working on hiring a new property manager. The Facilities Committee has interviewed potential candidates and would like to get consensus from the Board for transitioning property management services. The Facilities Committee recommends hiring Rich Perillo, from Perillo Real Estate Group as our new property manager. Mr. Perillo has 18 years of property management experience including both residential and commercial.

Trustee Fellers suggested having the new property manager contract formally approved at Board level at the September 21, 2022 Board meeting.

VII. Financial Reports:

FY 22/23 – It was moved by Charles Ebann and seconded by Bonita Drew to approve the pre-audit FY 22/23 Financial Report as of July 31, 2022.

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

Trustee Ebann suggested increasing font size or adding lines to improve the readability of the Investment Schedule on page 2 of the Financial Reports. Trustee Ebann expressed concern as some of the funds on page 7 of the Financial Report reflect high spent percentages. Executive Director Fyolek explained that more funding has been spent early in the year responding to the condenser replacement damaged during the storm. Assistant Director Migaldi stated that the budget will be revised reallocating money where needed.

VIII. Approval of Disbursements: It was moved by Charles Stump and seconded by Charles Ebann to approve the Regular Disbursements for July 2022 in the amount of \$389,616.29, as follows:

<u>FUND</u>	
OPERATING	137,059.82
	204,579.27
IMRF/FICA	36,732.85
CONSTRUCTION & REPAIR	10,432.15
GIFT & MEMORIAL FUNDS	377.20
SPECIAL RESERVE FUNDS	435.00
GRAND TOTAL	\$389,616.29

(1) Operating Total

ROLL CALL:

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

Absent: None

Nay: None
Abstain: None
Motion Passed

Trustee Becker requested clarification on the monthly credit card fees for EPay and SmartPay. Penny Ramirez, Head of Technical and Automation Services explained that both of these services have monthly set fees as well as additional processing fees.

IX. Communications:

This year the 2022 Illinois Library Association (ILA) Annual Conference will take place from October 18th through October 20th at the Stephens Convention Center in Rosemount, Illinois. As requested by Trustee Fellers at the July 20, 2022 Board meeting, the schedule specifically for Trustee Day, Thursday, October 20th, was provided.

Updated Board of Library Trustees contact information was provided to Board members.

X. Board Action

- A. Committee Appointments FY 22/23** – Board President received feedback regarding his appointments.

Trustee Fisher volunteered to be the Friends of the Library liaison.

XI. Board discussion:

Trustee Drew attended the City Council meeting Tuesday, August 16, 2022. She reported on the condenser replacement project, the 2.8 million minutes read during the Summer Reading Program, as well as the Per Capita grant awarded to the library. Trustee Drew also encouraged members of the City Council to participate in Library Card Sign-up Month held in September.

Trustee Sisler reported attending a Library Foundation meeting and noted the Foundation is in the planning phase of a future fundraiser.

XII. Staff Reports: Written reports from Executive Director, Adult Services, Circulation Services, IT/Technical Services, Public Relations and Development Staff, Youth Services, 2022 Summer Reading Program statistics and the July statistical reports were included in the packet.

Trustee Ebann commented on the active shooter drill. Executive Director Fyolek noted the active shooter drill took place during the All Staff training meeting. Officer Sal Alfano from the Crystal Lake Police focused the training on the hiding part of the Run, Hide, Fight – Active Shooter Protocol.

Trustee Waxler noted passports applications keep increasing.

Trustee Fellers requested monthly updates on personnel changes that include name and position titles.

Trustee Sisler is very pleased with the adult living community's visits.

Executive Director Fyolek reported that Teen coordinator, Marla Curran, will be presenting virtually at the "Rising Up and Reaching Out" Association of Bookmobile & Outreach Services (ABOS) Annual Conference. She also reported on the completion of the Summer Reading Program.

XIII. Adjournment: It was moved by Cary Waxler and seconded by James Becker to adjourn at 8:09 p.m.

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

Rebecca Sisler, Secretary