

Crystal Lake Public Library Board of Trustees
Regular Meeting Minutes
September 21, 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 7:00 p.m.

II. Roll Call and declaration of quorum:

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

Absent: Bonita Drew

Staff Present: Becky Fyolek, Executive Director; Karen Migaldi, Assistant Director; Kriste Amherdt, Business Manager; Veronica Morales, Recording Secretary; Stephanie Price, Public Relations Coordinator; 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. Seanine Brady, Youth Services Librarian.

III. Public Comment: None

IV. Board Development – Spark Library Enthusiasm with the Library Lover’s Expedition: ILA 2022

Youth Services librarian Seanine Brady will be presenting at the 2022 ILA Annual Conference with Karen Sutera Library Director, Harvard Diggins Library and Kate Tripp Head of Youth Services/YA Librarian, Woodstock Public Library this October and shared a preview of their presentation with the Board. The Board is very supportive of this program and was very pleased with the turnout of last year’s very first Library Lover’s Expedition.

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

It was moved by Charles Ebann and seconded by Rebecca Sisler to approve the minutes of the Regular Meeting of August 17, 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, August 15, 2022
- Planning/PR, September 7, 2022
- Facilities, September 12, 2022
- Personnel, September 13, 2022

Trustee Waxler updated the board on the following contracts:

- Property Manager contract
- Janitorial Services contract
- Commercial Insurance Policy annual renewal

Trustee Stump reported that there will be an executive session following the November 16, 2022 regular board meeting with the purpose of performing the executive director’s six months’ performance evaluation. Trustee Stump also expressed interest in applying for the Library Trustee Forum Board of Directors. The Trustee Forum Board meets quarterly, on Saturday mornings via Zoom.

VII. Financial Reports:

FY 22/23 – It was moved by Charles Stump and seconded by Cary Waxler to approve the pre-audit FY 22/23 Financial Report as of August 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 Mary Fisher to approve the Regular Disbursements for August 2022 in the amount of \$468,136.55, as follows:

<u>FUND</u>	
OPERATING	114,386.76
	283,251.22 ⁽¹⁾
IMRF/FICA	52,800.83
CONSTRUCTION & REPAIR	16,117.58
GIFT & MEMORIAL FUNDS	275.16
SPECIAL RESERVE FUNDS	1,305.00
GRAND TOTAL	\$468,136.55

(1) Operating Total

ROLL CALL:

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

Absent: Bonita Drew

Nay: None

Abstain: None

Motion Passed

IX. Communications:

The following communications were received since the August 17, 2022 board meeting:

- Thank you note from Adult Services librarian Pat Tetzlaff

- Email from a patron sharing a story of her daughter’s love for the library. Her daughter was given the assignment to write about something she wished she could do every day and she wrote “she wished she could come to the library every day.”
- Email from a patron expressing gratitude “to the wonderful team that hosted the pigeon party last week. It was wonderful and my daughter loved it.”

X. Board Action

A. Strategic Planning Consultant – Recommendation from Planning/PR Committee

It was moved by Charles Ebann and seconded by Charles Stump to approve the recommendation from the Planning/PR Committee to hire Fast Forward Libraries LLC to facilitate a strategic planning process during 2022/2023 at a cost not to exceed \$24,000.

The Planning/PR Committee conducted strategic planning candidate interviews on September 7, 2022 via Zoom. Trustee Becker recommended that the board reconsider the Strategic Planning Consultant motion due to the \$6,000 difference in the “not to exceed” cost between the two proposals received. Following discussion, it was suggested the motion be withdrawn.

Trustee Ebann requested permission to withdraw his motion. President Weller denied permission to withdraw motion.

It was moved by Charles Ebann and seconded by James Becker to request permission to the board to withdraw motion recommended by the Planning/PR Committee to hire Fast Forward Libraries to facilitate a strategic planning process during 2022/2023 at a cost not to exceed \$24,000.

ROLL CALL:

Aye: James Becker, Chuck Ebann, Alice Fellers, Mary Fisher

Absent: Bonita Drew

Nay: Rebecca Sisler, Charles Stump, Cary Waxler, William Weller

Abstain: None

Motion failed

ROLL CALL:

Aye: Alice Fellers, Rebecca Sisler, Charles Stump, Cary Waxler, William Weller.

Absent: Bonita Drew

Nay: James Becker, Chuck Ebann, Mary Fisher

Abstain: None

Motion passed

Trustee Becker noted motion exceeded the “do not to exceed” cost by \$6,000 from the other proposal received.

Executive Director Fyolek explained that the cost is comparable to the last strategic planning consultant hired. The strategic planning consultant selected offered more varied input, more feedback on the effects of the pandemic on library services, and a more in-depth process in general. Executive Director Fyolek stated that cost could be negotiated.

A. Property Manager – Award Contract

It was moved by Cary Waxler and seconded by Charles Ebann to hire Rich Perillo from Perillo Real Estate Group to manage the library’s rental properties as outlined in the attached agreement for the sum of \$14,230.00 annually and to authorize the President of the Board of Library Trustees of the City of Crystal Lake to sign the agreement.

Trustee Waxler informed the board that former property manager Paul Wells was a mentor to our current property manager Rich Perillo.

ROLL CALL:

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

Absent: Bonita Drew

Nay: None

Abstain: None

Motion Passed

B. Janitorial Services Contract – Annual Award

It was moved by Cary Waxler and seconded by Charles Ebann to approve the contract with U.S. Service Systems, Inc. for \$4,810.00 per month (October 1, 2022-December 31, 2022), increasing to \$5,253.67 per month (January 1, 2023-September 30, 2023) and to authorize the President of the Board of Library Trustees of the City of Crystal Lake to sign the agreement.

The Facilities Committee recommends that the library renews its contract with U.S. Service Systems, Inc. It was suggested the contract be put out for bid once it expires. Positive feedback has been received from staff for services provided by U.S. Service Systems, Inc. There is an increase from last year’s contract due to the rise in minimum wage.

ROLL CALL:

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

Absent: Bonita Drew

Nay: None

Abstain: None

Motion Passed

C. Commercial Insurance Policy – Renewal

It was moved by Cary Waxler and seconded by Charles Ebann to renew the library’s insurance policies for the rental properties with The Andover Companies for the amount of \$11,163.00.

The library’s insurance policies premium for the rental properties has increased due to the rise in their value. Library properties are self-sustainable.

ROLL CALL:

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

Absent: Bonita Drew

Nay: None

Abstain: None

Motion Passed

Kudos to Assistant Director Karen Migaldi for the wonderful job keeping up with the maintenance and management of these properties.

XI. Board discussion:

Trustee Stump shared with the board that the 2023 ALA Annual Conference is scheduled for June 23-26, 2023 in Chicago, Illinois. He also shared that the 2023 ILA Conference & Exhibition will be at the Prairie Capital Convention Center in Springfield, IL from October 24-26, 2023.

Trustees Sisler and Fisher attended a Friends of the Crystal Lake Library meeting. National Friends of Libraries Week will take place October 16th through October 22nd. This will be an excellent opportunity to promote our group in the community, to raise awareness, and to interest people in joining the Friends of the Crystal Lake Library. The Friends of the Library mum sale at Countryside Flower Shop, Nursery, and Garden Center went very well. They also had a great time at the Culver’s Restaurant fundraiser. There are more events being planned for the months of November and December.

Trustee Waxler and Assistant Director Migaldi attended the memorial service for former library rental property manager Mr. Paul Wells.

Trustee Fellers requested a copy of the annual board tasks list, inquired about the risk assessment questionnaire, internal controls for fraud prevention, and other internal policies. She also requested policies to show a last updated date. Executive Director Fyolek indicated that these documents are available on the intranet.

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

Trustee Sisler appreciates the addition of an executive director report to the staff reports.

President Weller suggested a more concise statistical report highlighting the key statistics for the current month.

Executive Director Fyolek pointed out that the door count continues to rise as well as the circulation of both physical and virtual materials.

XIII. Adjournment: It was moved by Charles Ebann and seconded by James Becker to adjourn at 8:37 p.m.

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

Rebecca Sisler, Secretary