

Crystal Lake Public Library Board of Trustees
Regular Meeting Minutes
October 19, 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: Bonita Drew, Alice Fellers, Mary Fisher, Rebecca Sisler, Charles Stump, Cary Waxler, William Weller.

Absent: James Becker, Charles Ebann

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.

III. Public Comment: None

IV. Board Development – Library Card Sign-Up Month 2022

September is Library Card Sign-Up Month. Patrons are encouraged to visit their library during Library Card Sign-Up Month and take part in the celebration. Julie Gibson, Head of Circulation Services, provided an overview of Library Card Sign-Up Month 2022. A total of 108 CLPL mugs were out to brand-new card holders, 256 new library cards were issued, and 119 renewed. CLPL library cardholders who checked-out during September were eligible to win one of the 27 gift cards purchased from our sponsors.

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

It was moved by Bonita Drew and seconded by Charles Stump to approve the minutes of the Regular Meeting of September 21, 2022 as amended and to include the correction under VIII. Approval of Disbursements from “July” to “August.”

Voice Vote: Aye- 7; Nay- 0; Absent- 2; Abstain- 0; Motion Passed.

It was moved by Bonita Drew and seconded by Cary Waxler to approve the minutes of the Special Meeting of September 27, 2022 as presented.

Voice Vote: Aye- 7; Nay- 0; Absent- 2; Abstain- 0; Motion Passed.

VI. Committee and Board Member Reports:

Minutes for the following board committee meetings were included in the packet:

- Finance, September 22, 2022
- Finance, October 4, 2022
- Planning/PR, October 5, 2022
- Facilities, October 10, 2022

Trustee Stump reported attending his granddaughter's Global Read Aloud Book Club at Glacier Ridge Elementary. This event series will take place through mid-November.

Trustee Waxler reported that the Facilities Committee is currently evaluating the water main repair options. John Shales recommended digging potholes in two areas along the pipe to see if it is corroded at those points and to see what kind of soil is present along the pipe.

The Facilities Committee will be working on the following items from the Capital Maintenance Prioritization Review:

1. Timber retaining wall – only the walls in the southwest corner of property are in very poor condition and need replacement \$20,000
2. Sewage Ejector Pump Room – single pump, no alarms. Add at least an overflow alarm to signal if a pump failure
3. Water Main – because of the known deterioration of the existing pipe and that a failure will require the complete shutdown of the facility, this issue need to be addressed sooner rather than later. Cost efficient options are being reviewed. \$335,000 (including potholes)

Executive Director Fyolek informed the library board on the strategic planning timeline LEARN Phase. Strategic planning focus groups and interviews will be starting the week of January 9, 2023. Saturday, March 4, 2023 is a tentative date for a 90-minute library board retreat via Zoom with Lead Consultant Amanda Standerfer from FastForward Libraries.

Trustee Drew reported that a patron mentioned to her that mulch on library property trees was not properly placed. Our landscaping service company was contacted and the matter was promptly resolved.

Kudos to Executive Director Fyolek for negotiating the strategic planning cost from \$24,000 down to \$20,000.

VII. Financial Reports:

FY 22/23 – It was moved by Cary Waxler and seconded by Charles Stump to approve the pre-audit FY 22/23 Financial Report as of September 30, 2022.

Voice Vote: Aye- 7; Nay- 0; Absent- 2; Abstain- 0; Motion Passed.

VIII. **Approval of Disbursements: It was moved by Charles Stump and seconded by Cary Waxler to approve the Regular Disbursements in the amount of \$341,870.53, as follows:**

<u>FUND</u>	
OPERATING	100,571.96
	189,909.86 ⁽¹⁾
IMRF/FICA	35,197.69
CONSTRUCTION & REPAIR	9,640.81
GIFT & MEMORIAL FUNDS	3,375.21
SPECIAL RESERVE FUNDS	3,175.00
GRAND TOTAL	\$341,870.53

(1) Operating Total

ROLL CALL:

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

Absent: James Becker, Chuck Ebann

Nay: None

Abstain: None

Motion Passed

IX. Communications:

The following communications were received since the September 21, 2022 board meeting:

- Thank you note from State Representative Suzanne Ness expressing gratitude on partnering during National Diaper Need Awareness Week.

X. Board Action

A. Snow Removal Contract – Award

It was moved by Cary Waxler and seconded by Rebecca Sisler to accept the Tonkin Landscape snow removal proposals for 126 W. Paddock St. and 81 Crystal Lake Ave. for the 2022/2023 winter season for the amounts specified in the proposals and authorize the Library Board President to sign the proposals.

ROLL CALL:

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

Absent: James Becker, Chuck Ebann

Nay: None

Abstain: None

Motion passed

B. Intergovernmental Agreement from City of Crystal Lake

It was moved by Charles Stump and seconded by Mary Fisher to approve the City of Crystal Lake Intergovernmental Agreement for Development Impact Fee distribution and authorize the Board of Trustees President and Secretary to sign the agreement.

ROLL CALL:

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

Absent: James Becker, Chuck Ebann

Nay: None

Abstain: None

Motion Passed

C. Adopt resolution allocating unexpended Operating Fund Balances – FY 21/22 Operating Fund Balance

- 1. It was moved by William Weller and second by Bonita Drew to approve Library Resolution No. 2223-03 and to authorize the Board President and Secretary to execute the document and the Executive Director to forward the information to the City of Crystal Lake.**

ROLL CALL:

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

Absent: James Becker, Chuck Ebann

Nay: None

Abstain: None

Motion Passed

- 2. It was moved by Bonita Drew and second by William Weller to approve Library Resolution No. 2223-04 and to authorize the Board President and Secretary to executive the document and the Executive Director to forward the information to the City of Crystal Lake.**

ROLL CALL:

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

Absent: James Becker, Chuck Ebann

Nay: None

Abstain: None

Motion Passed

D. FY 22/23 – Working Budget – revised

- 1. It was moved by William Weller and seconded by Charles Stump to approve Revised FY 22/23 Working Budget.**

ROLL CALL:

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

Absent: James Becker, Chuck Ebann

Nay: None

Abstain: None

Motion Passed

After going through the budget in very exhaustive detail the Finance Committee has agreed to recommend a 7% tax increase.

E. Appropriation Resolution – revised

It was moved by William Weller and Seconded by Cary Waxler to approve Resolution No. 2223-5, (FY 22/23 Revised Budget Resolution and Tax Levy) that Amends Library Resolution No. 2122-9 and authorize the Board President and Secretary to execute the document and the Executive Director to forward to the City of Crystal Lake.

Trustee Fellers expressed concerned with the percentage requested in the tax levy.

Executive Director Fyolek stated that there has been no significant tax levy increase since 2013 and minimum wage has been rising and will continue to increase, as well as the cost of electricity, other library services and supplies.

ROLL CALL:

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

Absent: James Becker, Chuck Ebann

Nay: Alice Fellers

Abstain: None

Motion Passed

XI. Board discussion:

Trustee Stump suggested visiting the ILA website and reading the article “2022 Candidates for IL Secretary of State Share Perspectives on Libraries” under latest news. Trustee Stump will be attending the Crystal Lake City Council meeting on Tuesday, November 15, 2022 to introduce Dawn Dvorak as the new Head of Youth Services.

Trustees Fisher, Stump and Weller will be attending Trustee Day “At the Heart of it” 2022 ILA Annual Conference Thursday, October 20, 2022.

- 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 Waxler expressed gratitude for Library Assistant Cheryl Budy's 15 years of service.

President Weller commented on the button making teen outreach event at the High Schools.

Executive Director Fyolek reported that in the upcoming weeks she will be meeting one-on-one with library board members and staff. Executive Director Fyolek also reported that the strategic planning library board kick off will take place on Wednesday, November 2, 2022 at 7 pm during the Planning/PR Committee meeting. It will be via Zoom and will last approximately 90 minutes.

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

Voice Vote: Aye- 7; Nay- 0; Absent- 2; Abstain- 0; Motion Passed.

Rebecca Sisler, Secretary