

**Crystal Lake Public Library Board of Trustees**  
**Regular Meeting Minutes**  
**November 16, 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, 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; Stephanie Price, Public Relations Coordinator; Nancy Weber, Head of Adult Services; Penny Ramirez, Head of Technical and Automation Services; Dawn Dvorak, Head of Youth Services; Ashlee Tominey, Youth Services Librarian.

**III. Public Comment:** None

**IV. Board Development**

Nancy Weber, Head of Adult Services and Dawn Dvorak, Head of Youth Services presented to the Board on CLPL's collection development policy, display policy and request for reconsideration procedures. Policies were discussed by the Library Board of Trustees. The Governance Committee will review these policies and will make changes as appropriate. In the Collection Development Policy, IX. Concerns Regarding Materials, it was suggested replacing the word "individuals" with "CLPL cardholders".

Trustee Stump shared with Library Board information on a free Webjunction webinar "Persevering in the Face of Book Challenges (Booklist)," available Thursday, November 17, at 4 pm. This webinar explores the increase in book challenges at schools and public libraries, and doing the best for patrons and communities while preserving intellectual freedom.

**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 October 19, 2022 as presented.**

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

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

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

- Governance, October 11, 2022
- Governance, November 2, 2022
- Planning/PR, November 2, 2022
- Personnel, November 8, 2022

The Personnel Committee has agreed on performing the Executive Director’s intro evaluation in an Executive Session during the December Board meeting. Trustee Stump informed the Library Board that the Personnel Committee has decided to use the “CLPL Performance Evaluation – Intro” form. A copy of this form was included in the packet along with the Executive Director’s job description and all the Executive Director’s monthly Board reports.

Trustee Waxler reported that the Facilities Committee is currently evaluating 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 digging of the first pothole was been completed and a sand gravel mixture was found. The second pothole has been delay due to the need of a backhoe. The Facilities Committee will continue to keep the Board updated as work progresses.

Trustee Waxler also reported that the condenser replacement project is 99% completed and pending architect approval. The architect visit is scheduled for later this week.

Trustee Drew thanked Board members for attending the strategic planning kick-off on Wednesday, November 2. The library will hold focus groups on Monday, January 9. Trustee Drew extended an invitation to Library Board members to send her names and contact information of people who might be interested in attending these strategic planning forums.

**VII. Financial Reports:**

**FY 22/23 – It was moved by Charles Ebann and seconded by Charles Stump to approve the FY 22/23 Financial Report as of October 31, 2022.**

**Trustee Ebann requested permission to withdraw motion due to financial reports needing updates in the income section.**

**President Weller granted request.**

**VIII. Approval of Disbursements: It was moved by Charles Ebann and seconded by James Becker to approve the Regular Disbursements in the amount of \$403,233.69, as follows:**

<b><u>FUND</u></b>	
<b>OPERATING</b>	138,335.01
	210,025.97 <sup>(1)</sup>
<b>IMRF/FICA</b>	36,129.08
<b>CONSTRUCTION &amp; REPAIR</b>	6,255.39
<b>PER CAPITA GRANT FUNDS</b>	76.66
<b>GIFT &amp; MEMORIAL FUNDS</b>	5,000.00
<b>SPECIAL RESERVE FUNDS</b>	7,411.58
<b>GRAND TOTAL</b>	<b>\$403,233.69</b>

(1) Operating Total

**ROLL CALL:**

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

**Absent: None**

**Nay: None**

**Abstain: None**

**Motion Passed**

**IX. Communications:**

There were no communications received since the October 19, 2022 Board meeting.

**X. Board Action**

**A. Intergovernmental Agreement with District 47**

**It was moved by Charles Stump and seconded by Charles Ebann to approve the Intergovernmental Agreement with District 47 and authorize the Board of Trustees President and Secretary to sign the agreement.**

Executive Director Fyolek emphasized that this Intergovernmental Agreement with District 47 will help eliminate barriers, increase circulation and door count as well as collaborations on author visits. It solidifies the relationship between library and District 47. Overall this IGA agreement will add to programing opportunities for our patrons and give the library access to school facilities.

Board President Weller suggested keeping track of IGA statistics separately.

**ROLL CALL:**

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

**Absent: None**

**Nay: None**

**Abstain: None**

**Motion passed**

**B. Appropriation Resolution - revised**

**It was moved by Cary Waxler and seconded by Charles Ebann to approve Resolution No 2223-6, (FY 22/23 Revised Budget Resolution and Tax Levy) that Amends Library Resolution No. 2223-5 and authorize the Board President and Secretary to execute the document and the Executive Director to forward to the City of Crystal Lake.**

**ROLL CALL:**

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

**Absent: None**

**Nay: None**

**Abstain: None**

**Motion Passed**

**C. FY 22/23 Working Budget – revised**

**It was moved by Charles Ebann and second by Charles Stump to approve the Revised FY 22/23 Working Budget.**

**ROLL CALL:**

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

**Absent:**

**Nay: Alice Fellers**

**Abstain: None**

**Motion Passed**

**XI. Board discussion:**

Trustee Stump shared with the Library Board that he attended an event at the Crystal Lake Chamber of Commerce where he had the opportunity to talk one-on-one with U.S. Congressman Bill Foster. Trustee Stump highly suggested subscribing to the Reaching Across Library System (RAILS) newsletter. He also reported that there will be trustee training available late spring through the Illinois Library Association.

Trustee Fellers highly recommended reading the “Proposal for Statewide Access to Online Databases for All Illinois Libraries & Residents” available in PDF format through the RAILS website.

Trustee Becker commented on the wonderful job done with the new design of the library’s newsletter.

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

Trustee Waxler appreciated the pictures of our Youth Services librarians presenting at the ILA Conference included in the Youth Services report.

Trustee Drew encouraged Board members to writes holiday blurbs thanking the staff for their hard work throughout the year.

President Weller acknowledged the increase in passports and notarizing services. He also commented in the increase of teen outreach services like the button craft program presented at the local high schools.

Executive Director Fyolek reported that the impact fees paperwork will go to City of Crystal Lake tomorrow, Thursday, November 17. She also mentioned that statistical reports for the months of October and November will be included in the December board packet.

**XIII. Adjournment:** It was moved by James Becker and seconded by Charles Ebann to adjourn meeting at 8:09 p.m.

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

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**Rebecca Sisler, Secretary**