

**Crystal Lake Public Library Board of Trustees**  
**Regular Meeting Minutes**  
**December 14, 2022, 7 p.m., Crystal Lake Public Library**

**I. Call to Order:** The meeting of the Crystal Lake Public Library Board of Trustees was called to order by Vice-President Alice Fellers at 7:02 p.m.

**II. Roll Call and declaration of quorum:**

**Present:** Bonita Drew, Charles Ebann, Alice Fellers, Mary Fisher, Rebecca Sisler, Charles Stump, Cary Waxler (arrived at 7:46 p.m.), William Weller (arrived at 8:21 p.m.).

**Absent:** James Becker

**Staff Present:** Becky Fyolek, Executive Director; Karen Migaldi, Assistant Director; Kriste Amherdt, Business Manager (via phone); 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.

**III. Public Comment:** None

**IV. Board Development**

Executive Director Fyolek lead discussion and review of the FY2223 Per Capita Grant Requirements. This included *Serving Our Public 4.0: Standards for Illinois Public Libraries*, 2019. The library board discussed areas needing improvement. No areas were identified as not met at all.

**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 November 16, 2022 as presented.**

**Voice Vote: Aye-6; Nay- 0; Absent-3; Abstain- 0; Motion Passed.**

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

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

- Facilities, November 14, 2022
- Finance, November 28, 2022
- Personnel, December 5, 2022

Trustee Fellers requested the Board Task Calendar to be included in the January board packet.

Trustee Stump reported on the results of water main pothole testing. Potholes were dug at three different locations on the south side of the library building to expose the water main and to allow technicians to examine it. The first hole was at McHenry Avenue, the second one near the west side of the 1984 addition and the third hole was near the Paddock Street

handicap ramp. At each location, the water main appeared to be in excellent condition and buried in good sand and gravel soil consistent with soils in the local geographic area. This is great news, as it suggests that it is unnecessary to replace the water main at this time. Trustee Stump also reported that there were no issues relating any of the rental properties.

Assistant Director Migaldi reported external vandalism at the south emergency exit at the southwest corner of the library. Damage consisted of graffiti on a brick wall and a broken exit light. Crystal Lake Police were notified. Building Maintenance Manager, Jim Horan, removed most of the graffiti and will look into power washing the brick wall in the spring. Adding security cameras in that specific area was also discussed.

**VII. Financial Reports:**

**A. October 2022**

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

**Voice Vote: Aye-6; Nay- 0; Absent-3; Abstain- 0; Motion Passed.**

**B. November 2022**

**It was moved by Charles Ebann and seconded by Charles Stump to approve the FY 22/23 Financial Report as of November 30, 2022.**

**Voice Vote: Aye-6; Nay- 0; Absent-3; Abstain- 0; Motion Passed.**

**VIII. Approval of Disbursements: It was moved by Charles Ebann and seconded by Rebecca Sisler to approve the Regular Disbursements in the amount of \$549,096.89, as follows:**

<b><u>FUND</u></b>	
<b>OPERATING</b>	95,530.74
	230,090.16 <sup>(1)</sup>
<b>IMRF/FICA</b>	36,190.32
<b>CONSTRUCTION &amp; REPAIR</b>	613.54
<b>PER CAPITA GRANT FUNDS</b>	1,676.99
<b>GIFT &amp; MEMORIAL FUNDS</b>	115.71
<b>SPECIAL RESERVE FUNDS</b>	184,879.43
<b>GRAND TOTAL</b>	<b>\$549,096.89</b>

(1) Operating Total

Trustee Drew inquired on the purpose of the iPads purchased for Youth Services under operating equipment line item 8-9620 of the bill listing. Executive Director Fyolek explained that these iPads will be replacing the existing ones and will be used for programming.

**ROLL CALL:**

**Aye: Bonita Drew, Chuck Ebann, Alice Fellers, Mary Fisher, Rebecca Sisler, Charles Stump.**

**Absent: James Becker, Cary Waxler, William Weller**

**Nay: None**

**Abstain: None**

**Motion Passed**

**IX. Communications:**

There were no communications received since the November 16, 2022 Board meeting.

**X. Board Action**

**A. Per Capita Grant application – FY23 approve**

**It was moved by Bonita Drew and seconded by Charles Ebann to approve the FY2223 Per Capita Grant application and authorize the Executive Director to submit the required documents.**

**ROLL CALL:**

**Aye: Bonita Drew, Chuck Ebann, Alice Fellers, Mary Fisher, Rebecca Sisler, Charles Stump.**

**Absent: James Becker, Cary Waxler, William Weller**

**Nay: None**

**Abstain: None**

**Motion passed**

**B. Personnel Committee Recommendation – Pay Range adjustment as of 12/25/22**

**It was moved by Charles Stump and seconded by Charles Ebann to approve the proposed adjustments to the Classifications and Pay Ranges effective 12/25/2022.**

Executive Director Fyolek pointed out that as minimum wage increases there will be compression of the salary scale – a full update will likely be needed soon.

**ROLL CALL:**

**Aye: Bonita Drew, Chuck Ebann, Alice Fellers, Mary Fisher, Rebecca Sisler, Charles Stump.**

**Absent: James Becker, Cary Waxler, William Weller**

**Nay: None**

**Abstain: None**

**Motion Passed**

**C. Finance Committee Recommendations**

**1. Budget Policy**

**It was moved by Charles Stump and seconded by Charles Ebann to approve the revised Budget Policy as recommended by the Finance Committee.**

**ROLL CALL:**

**Aye: Bonita Drew, Chuck Ebann, Alice Fellers, Mary Fisher, Rebecca Sisler, Charles Stump.**

**Absent: James Becker, Cary Waxler, William Weller**

**Nay: None**

**Abstain: None**

**Motion Passed**

**2. Approval of Disbursements Policy**

**It was moved by Bonita Drew and seconded by Mary Fisher to approve the revised Approval of Disbursements Policy as recommended by the Finance Committee.**

**ROLL CALL:**

**Aye: Bonita Drew, Chuck Ebann, Alice Fellers, Mary Fisher, Rebecca Sisler, Charles Stump.**

**Absent: James Becker, Cary Waxler, William Weller**

**Nay: None**

**Abstain: None**

**Motion Passed**

Trustee Waxler arrived at 7:46 p.m.

**D. Facilities Committee Recommendation**

**1. Change of Order 95 Condenser Replacement**

**It was moved by Mary Fisher and seconded by Bonita Drew to approve the recommendation from the Facilities Committee for the change order in the amount of \$314.68 and authorize the board president to sign.**

**ROLL CALL:**

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

**Absent: James Becker, William Weller**

**Nay: None**

**Abstain: None**

**Motion Passed**

**2. Contract for Construction Manager approval**

**It was moved by Mary Fisher and seconded by Bonita Drew to approve the Construction Manager contract as recommended by the Facilities Committee and authorize the board president to sign.**

**ROLL CALL:**

**Aye: Chuck Ebann, Rebecca Sisler, Charles Stump, Cary Waxler.**

**Absent: James Becker, William Weller**

**Nay: Alice Fellers, Bonita Drew, Mary Fisher**

**Abstain: None**

**Motion Passed**

**3. Contract for Architect approval**

**It was moved by Mary Fisher and seconded by Charles Ebann to approve the contract for architect services as recommended by the Facilities Committee and authorize the board president to sign.**

**ROLL CALL:**

**Aye: Alice Fellers, Chuck Ebann, Rebecca Sisler, Charles Stump, Cary Waxler.**

**Absent: James Becker, William Weller**

**Nay: Bonita Drew, Mary Fisher**

**Abstain: None**

**Motion Passed**

**XI. Board discussion:**

Trustee Stump reported he wrote letters to Senator Tammy Duckworth and U.S. Congressman Sean Casten. He received a response from U.S. congressman Sean Casten and is waiting on a response from state senator Tammy Duckworth. Trustee stump reported he subscribed to U.S. congressman Sean Casten's newsletter. Trustee Stump will be attending an Illinois Library Association Library Trustee Forum meeting on Thursday, January 5, 2023. Trustee Stump will continue to attend Glacier Ridge's Global Read Aloud Book Club through the month of March to help second graders improve their reading skills. He also enjoys reading Sally Sutton and David Shannon books to his youngest grandson.

Trustee Fellers requested board agendas to remain available on the library's website as they make it is easier to search board meeting topics. Library board agreed until further discussion takes place. Trustee Fellers asked for an update on the needs assessment submitted to the City of Crystal Lake for impact fees. Executive Director Fyolek reported that it was submitted on Thursday, November 17 and is still waiting to hear back.

Library staff is exploring BoardSource or BoardDocs as a possible board management software for record keeping.

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

Trustee Drew express gratitude to Executive Director Fyolek and Assistant Director Migaldi for their hard work throughout the year. Trustee Drew also congratulated Ashlee Tominey and Jamie Klinefelter on recently moving up to full-time positions.

**XIII. Executive Session for the purposes of discussing personnel [5 ILCS 120/2(c)(1)]**

**It was moved by Charles Ebann and seconded by Cary Waxler to go into Executive Session at 8:19 p.m. for the purposes of discussing personnel [5 ILCS 120/2(c)(1)].**

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

**Absent: James Becker, William Weller**

**Nay: None**

**Abstain: None**

**Motion Passed**

President Weller arrived at 8:21 p.m.

**XIV. Actions Related to Executive Session discussions**

**XV. Adjournment:** It was moved by William Weller and seconded by Charles Ebann to adjourn meeting at 9:12 p.m.

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

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**Rebecca Sisler, Secretary**