

**Crystal Lake Public Library Board of Trustees**  
**Regular Meeting Minutes**  
**January 18, 2023, 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 President William Weller at 7:00 p.m.

President Weller appointed Trustee Fisher to serve as secretary in the absence of Secretary Sisler.

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

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

**Absent:** Rebecca Sisler

**Staff Present:** Becky Fyolek, Executive Director; Karen Migaldi, Assistant Director; Kriste Amherdt, Business Manager; Veronica Morales, Recording Secretary; Stephanie Price, Public Relations Coordinator; Julie Gibson, Head of Circulation Services, Penny Ramirez, Head of Technical and Automation Services; Dawn Dvorak, Head of Youth Services; Seanine Brady, Youth Services Librarian.

III. **Public Comment:** None

IV. **Board Development**

Youth Services librarian Seanine Brady presented the “Fantastic Beasts and Where to Find Them” promotional video for the Winter Reading Program (WRP), featuring the Niffler, which was used to introduce the program at D47 elementary schools. She also displayed the prizes for the theme. The WRP runs from January 16 to March 19 and is only open to children ages birth to 8<sup>th</sup> grade. The video can be viewed on the CLPL website and YouTube channel.

Ms. Seanine Brady also presented the second annual Library Lovers Expedition program, in which all 13 McHenry county public libraries are participating from February 1 to March 31. She extended an invitation to Board members to embark on the Library Lovers Expedition by visiting each of the 13 libraries, collecting a ribbon to record their visit, and participating in the fun activities set up at each location. By collecting a ribbon from all 13 libraries, participants can become eligible to win one of the 13 gift baskets, with a winner selected from each location.

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

**It was moved by Cary Waxler and seconded by Charles Stump to approve the minutes of the regular meeting of December 14, 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, December 12, 2022
- Planning/PR, January 4, 2023
- Facilities, January 9, 2023

Trustee Waxler reported on the results of the water main pothole testing. Potholes were dug at three different locations and at each location, the water main appeared to be in excellent condition. This suggests it is unnecessary to replace the water main at this time. The November 2021 water main break appears to be an anomaly. Trustee Waxler also reported that the library is currently accepting request for proposals for landscaping maintenance and condenser support replacement.

Trustee Drew reported that the three in-person Focus Group Sessions on Monday, January 9 were well attended. There was also one Zoom Focus Group session on Tuesday, January 10 and another one on Wednesday, January 11. One of the Zoom group sessions had technical difficulties. To this point 130 Crystal Lake Public Library community surveys have been received.

Trustee Drew informed the Board that the annual report is near completion but will not be mailed due to a shortage of paper and delivery challenges with the US Postal Service. However, the annual report will be available at the library. She also extended an invitation to Board members to attend the Board's strategic planning session on Saturday, March 4 from 9:00 a.m. to noon. Trustee Drew congratulated Trustee Stump on his acceptance to the Illinois Library Association Board of Trustees Forum Leadership.

Trustee Fellers inquired about the reasons behind the delay in delivering the Beacon newsletter.

## **VII. Updates from Illinois Library Association Trustee Forum**

Trustee Stump reported attending his first Zoom meeting as an appointed trustee to the ILA Trustee Forum on January 7, 2023, and shared information about the 2023 ILA conference taking place in Springfield, Illinois from October 24-26, 2023. He noted that Thursday, October 26 would be designated as Trustee Day. Trustee Stump reported that he shared information about the CLPL's Winter Reading Program and Library Lovers Expedition at the ILA trustee meeting.

Additionally, Trustee Stump informed the Board about upcoming trustee training opportunities offered by the ILA, including potential sessions on financials (March 4, 2023), building/facility (April 1, 2023), and board development (May 13, 2023). He emphasized that topics are subject to change.

Finally, Trustee Stump shared information he learned from the "Let's Move in Libraries" January Newsletter from UNC Greensboro School of Education. He invited Board members to participate in the virtual conversation on food security and libraries on January 24, 2023,

where they will discuss the role public libraries should play in addressing food insecurity and the ways in which public libraries can address the issue in their communities.

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

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

**IX. Approval of Disbursements: It was moved by Cary Waxler and seconded by Charles Ebann to approve the Regular Disbursements in the amount of \$510,284.56, as follows:**

<b>FUND</b>	
<b>OPERATING</b>	62,998.95
	341,923.93 <sup>(1)</sup>
<b>IMRF/FICA</b>	51,335.27
<b>CONSTRUCTION &amp; REPAIR</b>	3,954.00
<b>PER CAPITA GRANT FUNDS</b>	-106.20
<b>GIFT &amp; MEMORIAL FUNDS</b>	113.50
<b>SPECIAL RESERVE FUNDS</b>	50,065.11
<b>GRAND TOTAL</b>	<b>\$510,284.56</b>

(1) Operating Total

**ROLL CALL:**

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

**Absent: Rebecca Sisler,**

**Nay: None**

**Abstain: None**

**Motion Passed**

**X. Communications:**

The following communications were received since the December 14, 2022 Board meeting:

- The Crystal Lake Chamber of Commerce State of the Community Luncheon will be held on Friday, February 3 at the Holiday Inn Crystal Lake, from 11:30 a.m. to 2:00 p.m. Trustees, please inform Executive Director of your interest in attending by Friday, January 20.
- An email received from a grateful patron regarding the passport services offered at CLPL. Patron has also posted a positive review on Google.

**XI. Board Action**

**A. Annual Board Task List**

**It was moved by William Weller and seconded by Charles Ebann to approve the Annual Board Task List and add it to the Board section of the Intranet.**

Trustee Wellers noted that this will serve as a useful tool to remind the Board of task deadlines. Executive Director Fyolek stated that the listed month for a task tends to be its deadline.

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

**B. Facilities Committee Recommendation – McHenry County Community Development Block Grant**

**It was moved by Cary Waxler and seconded by Charles Ebann to affirm the library’s application for the McHenry County Development Block Grant.**

At the December Board meeting, the decision was made not to apply for the ’84 Condenser Platform Project under the CDBG grant due to its timeline. However, after the meeting, staff identified another project that met the grant’s timeline requirements, the Maintenance Room Floor Drain Repair Project. The project cost is estimated at \$35, 500, with 75% to be covered by CDBG funds and the remaining 25% to be covered by the library. An application was submitted accordingly.

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

**XII. Board discussion:**

Trustee Drew introduced Dawn Dvorak as the new Head of Youth Services at the recent Crystal Lake City Council meeting. Trustee Drew also shared information about the strategic planning survey, Library Lovers Expedition, and Winter Reading Program, which were all received with great enthusiasm by the city council.

Trustee Weller inquired about the status of the library’s request for a new sign from the city. Executive Director Fyolek informed that there has been no update on this matter.

**XIII. 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 Stump noted the impressive work of Circulation Services, who processed 95 passport applications processed in December and 80 more as of mid-January.

Trustee Stump shared that his grandchildren had expressed their enjoyment of the Winter Reading Program presentation given by Youth Services librarians Seanine Brady and Ashlee Tominey at their school.

Alyssa Wees, our new Youth Services library technical assistant, is a New York Times selling author. Her debut novel "The Waking Forest" was a success, and her second book, "Nocturne," is set to be released in February.

- XIV. Adjournment:** It was moved by James Becker and seconded by Charles Ebann to adjourn meeting at 7:53 p.m.

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

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**Rebecca Sisler, Secretary**

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**Mary Fisher, Acting Secretary**