

Crystal Lake Public Library Board of Trustees
Regular Meeting Minutes
March 15, 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.

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; Kriste Amherdt, Business Manager; Stephanie Price, Public Relations Coordinator; Nancy Weber, Head of Adult Services; Julie Gibson, Head of Circulation Services; Dawn Dvorak, Head of Youth Services.

III. Public Comment: None

IV. Board Development

Adult Services Library Technical Assistants, Mary Robinson and Marcia Tillman, presented to the library Board highlighting the invaluable outreach and homebound services offered by CLPL.

During the presentation, Mary Robinson elaborated on the short-term and long-term homebound services that the library offers to patrons depending on their unique needs. These services are crucial for people with physical or mental health issues and those who are no longer able to drive. The program allows homebound patrons to benefit from a 6-week checkout, delivered directly to their homes by a team of dedicated volunteers led by Volunteer Coordinator Shannon Niemann.

Marcia regularly visits adult living communities to give presentations, keeping patrons updated on library happenings. Marcia plays an integral role in CLPL's outreach services, providing personalized material recommendations in library bags alongside volunteer Louise and Volunteer Coordinator Shannon Niemann. Patrons have expressed their appreciation when receiving these bags by saying things like, "receiving these bags is like Christmas." The program has been running for an impressive 25 years, with a monthly program attendance of 130 across 11 programs.

Mary and Marcia are committed part-time employees who not only provide homebound and outreach services but also work at the Adult Services desk and present additional in-house programming. The Board was highly receptive to the presentation, recognizing the critical importance of this service for maintaining the well-being of homebound patrons.

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

It was moved by Cary Waxler and seconded by Charles Ebann to approve the minutes of the regular meeting of February 15, 2023 as amended and to include the revision under item VI. Committee and Board Member Reports “Trustee Fellers expressed concerns over funding range of COLA and merit increases for staff over what was previously approved in FY 23/24 budget.”

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:

- Facilities, February 13, 2023
- Finance, February 27, 2023
- Planning/PR, March 4, 2023
- Technology, March 6, 2023

Trustee Drew reported that the recent Strategic Planning Board retreat held on Saturday, March 4, 2023, from 9 a.m. to noon, was successful and productive.

Trustee Fellers recognizes the importance of transparency in government and believes that making Board documents more accessible to the general public will help promote trust and accountability in the community.

VII. Financial Reports: It was moved by Charles Stump and seconded by Charles Ebann to approve the FY 22/23 Financial Report as of February 28, 2023.

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

VIII. Approval of Disbursements: It was moved by Charles Stump and seconded by Charles Ebann to approve the Regular Disbursements in the amount of \$377,796.90, as follows:

<u>FUND</u>	
OPERATING	103,910.93
	227,626.62 ⁽¹⁾
IMRF/FICA	32,043.30 ⁽²⁾
CONSTRUCTION & REPAIR	412.74
PER CAPITA GRANT FUNDS	6,380.40
GIFT & MEMORIAL FUNDS	0
SPECIAL RESERVE FUNDS	7,422.91
GRAND TOTAL	\$377,796.90

(1) Operating Total

(2) IMRF/FICA

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

IX. Communications:

CLPL has been featured in the following news communications since the February 15, 2023 Board meeting:

- CLPL patron Sue Haslwanter wrote a heartfelt letter to the editor of the Northwest Herald expressing her deep appreciation for the library's vital role in the community. Published on March 3, 2023, Ms. Haslwanter's letter highlighted how CLPL served as a critical haven during the recent ice storm, offering a much-needed place to warm up, the convenience of charging devices and invaluable support of the library's dedicated staff. Her words echoed the sentiments of many in the community who also found comfort and assistance at CLPL.
- CLPL patron Liz Kidera's comment, "What other single institution can do so much good?", on *The New York Times* article titled "Libraries, You Are My Heroes': Readers Share Memories of a Favorite Haven" published on February 19, 2023, was recognized as exemplary and featured as *This reader summed it up best*.

X. Board Action

A. Technology Plan – Technology Committee Recommendation

It was moved by Rebecca Sisler and seconded by Charles Ebann to approve the Technology Plan covering FY 22/23, 23/24 and 24/25.

Executive Director Fyolek highlighted the potential for transforming the current computer lab into a flexible space by replacing the existing 12 desktops with laptops that patrons can check out as needed. This proposed change would allow CLPL to expand its programming and provide a greater flexibility to library users. Additionally, Executive Director Fyolek mentioned that software used at CLPL is transitioning to subscription-based models.

Trustee Drew expressed concerns with this transformation citing potential issues with screen size and lack of a mouse. Executive Director Fyolek explained that laptops would be equipped with decent-sized monitors and that mice would also be available for checkout, ensuring that patrons' needs would be met effectively.

Trustee Fisher emphasized that the replacement of the 12 desktop computers in the computer lab is part of a regular cycle to refresh the CLPL's technology equipment.

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

B. FY 21/22 Audit – Finance Committee Report

Excerpts from the FY 21/22 City audit were distributed to all trustees on Friday, February 24, 2023. The Finance Committee reviewed the audit in detail with Dan Berg, auditor from Sikich, at its Monday, February 27 meeting. The library received the highest rating possible. Although a coding error was identified in the Special Reserve, it was the only discrepancy found.

Trustee Becker inquired whether the city's auditor was used for the library's audit. Executive Director Fyolek explained that the library is audited as a component unit of the City of Crystal Lake, and therefore, the same auditor is used.

The Board discussed, and formally acknowledged the receipt and thorough review of the FY 21/22 audit report.

C. FY 23/24 staff increases – recommendations from Personnel Committee

It was moved by Charles Stump and seconded by Bonita Drew to approve the recommendation from the Personnel Committee to establish FY23/24 staff increases as follows: COLA – 3%; Merit – Meets = 1.5%; More Than Meets = 2%; and Exceeds Expectations = 2.5% effective May 1, 2023 (beginning of the first full payroll in FY 23/24).

Trustee Stump reported the Personnel Committee reviewed various scenarios for staff increases and is now presenting the committee's well-considered recommendation to the full Board for consideration.

Trustee Fellers expressed concerns about the Personnel Committee's recommendation for salary increases in the upcoming FY 23/24, citing that the Board just received this proposal last night and without sufficient documentation to increase all employee salaries by another 2% over and above what was just approved two months ago for the new fiscal year budget. She referred to the 7% tax levy increase request, which only resulted in a 4.28% increase, and emphasized the need for a clear plan for funding. Trustee Fellers emphasized the importance of fiscal responsibility and considering the bigger picture when evaluating the proposal.

Executive Director Fyolek clarified that staff increases have already been factored in for the FY23/24 budget. Executive Director Fyolek further emphasized the importance of being proactive rather than reactive to rising costs of living and minimum wage increases, citing concerns about salary compression.

President Weller acknowledge and validated Trustee Fellers' concerns and provided reassurance that thorough calculations and analyses had been conducted and presented to the Personnel Committee to ensure that the budget for FY23/24 allows for staff salary increases.

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

Absent: None

Nay: James Becker, Alice Fellers

Abstain: None

Motion Passed

XI. Board discussion:

Trustee Stump announced that the Executive Director's performance evaluation will take place at the April Board meeting. Board members should complete individual evaluations by Friday, April 7. Forms can be returned to the library, dropped off at Trustee Stump's home, or emailed directly to him.

Executive Director Fyolek will be emailing her annual report to the Board by Friday, March 24. The same performance evaluation form that was used for Library Director Martens' assessment will also be utilized for the performance evaluation of Executive Director Fyolek.

Tuesday, April 25 is Library Worker's Day. The Board will be hosting a luncheon to recognize and appreciate library staff, similar to last year's event.

Trustee Stump shared that he will be attending the "Get Ready to Advocate" webinar on Wednesday, February 22, which marks the beginning of the advocacy series titled "Meet-up in Your District in Three Steps." Additionally, he shared that he will be attending the remaining two Library Trustee Forum Spring Workshops. The first workshop, titled "Library Finance for Trustees," is scheduled for Saturday, April 1 from 10 a.m. to noon and will be led by Kelly Zambinski, a licensed CPA from Zambinski Consulting Services, INC. The second workshop, titled "A Meeting of the Kleintown Public Library: A Look Inside How to Run an Efficient and Effective Library Board Meeting," will be presented by Carmen Forte Jr., a partner at a local government law firm, on Saturday, May 13 from 10 a.m. to noon.

Trustee Stump informed the Board that Congresswoman Jan Schakowsky will be hosting regular bimonthly office hours at the Fox River Grove Public Library District. He also mentioned he has subscribed to her newsletter.

Trustee Stump reported sending letters to state senators advocating for library funding.

XII. Staff Reports: Written reports from Executive Director, Adult Services, Circulation Services, IT/Technical Services, Public Relations and Development Staff, Youth Services, and the statistical report for February 2023 were included in the packet.

President Weller recognized Assistant Director Migaldi's outstanding job in the presentation of the Community Development Block Grant (CDBG).

Trustee Stump reporting attending the City council meeting where he promoted CLPL's passport and notary services. He also highlighted the upcoming *Intro to Trades: Next Step Electricity* teen program. Trustee Fellers proposed the idea of expanding the intro to trade programs to include adults as well. However, Nancy Weber, Head of Adult Services, mentioned that this may not be feasible at the moment. She explained that the current programs are being presented by Marla Spaargaren, the Teen Coordinator, with the assistance of her husband who volunteers his time.

On March 10, Mr. Steve Willson expressed his concerns in a letter to the editor. In response, President Weller crafted a thoughtful letter to provide his perspective on the matter as a member of the community.

- XIII. Adjournment:** It was moved by Charles Ebann and seconded by James Becker to adjourn meeting at 8:28 p.m.

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

Rebecca Sisler, Secretary