

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

Absent: James Becker

Staff Present: Becky Fyolek, Executive Director; Veronica Morales, Recording Secretary; Kriste Amherdt, Business Manager; Nancy Weber, Head of Adult Services; Julie Gibson, Head of Circulation Services; Penny Ramirez, Head of Technical and Automation Services.

III. **Public Comment:** None

IV. **Board Development**

Each month, the library staff provides statistical reports to the Board, which includes comparisons to CLPL data from previous years. This month's report, library staff also included statistical comparisons with other area libraries for the most recent fully reported fiscal year, which is 19/20, offering valuable information. The Board reviewed and discussed statistical reports provided.

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 March 15, 2023 as amended and to include the following corrections:

Trustee Fellers requested a revision to section "C. FY 23/24 staff increases" under X. Board Action. Specifically, she asked for the wording "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" to be included.

Trustee Fisher brought to our attention a typographical error in section "B. FY 21/22 Audit" under X. Board Action, third paragraph where the word "through" should have been "thorough."

Trustee Fisher also drew our attention to the last sentence of the last paragraph of XVII. Staff Reports. Instead of referring to "a member of the Crystal Lake Public Library Board of Library Trustees," the sentence should have stated "a member of the community." In the same paragraph, it was also noted that last name "Willson" had been misspelled as "Wilson."

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:

- Personnel, March 14, 2023
- Facilities, April 10, 2023

Trustee Waxler reported that the platform for the '84 condenser is expected to be installed next week. Staff will work with the construction manager and with the contractor to minimize disruptions and to make sure that the work with the crane is completed before the library is scheduled to open to the public.

Trustee Waxler reported that ceiling mounted emergency lights were missed as part of the repairs project. The engineering firm, RTM, has taken responsibility for the work, ensuring that there will be no cost to the library.

It was also reported that the recent application for the Community Development Block Grant (CDBG) was not approved.

Trustee Waxler provided an update on the rental properties. Specifically, he informed the Board that the keys to the washer and dryer coin boxes at the 91 Crystal Lake Ave apartment building were lost during the transition to the new property manager. As a result, new coin boxes had to be installed.

Trustee Waxler also reported an issue with the condenser pan for the '95 addition. The pan was not sized properly, resulting in water leaking on the mechanical room floor located in Youth Services. The unit is still under warranty and a technician has installed a new pan to rectify the situation.

It was also reported that staff have started to work with the new landscape contractor. Staff will continue to communicate our expectations and closely monitor their services.

In celebration of Library Workers' Day on Tuesday, April 25, the Board will be hosting a luncheon to recognize and appreciate our dedicated library staff. Board members who are available will attend and distribute the lunches to the staff. This event is similar to the event held last year.

VII. Financial Reports: It was moved by Cary Waxler and seconded by Rebecca Sisler to approve the FY 22/23 Financial Report as of March 31, 2023.

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

VIII. Approval of Disbursements: It was moved by Cary Waxler and seconded by Mary Fisher to approve the Regular Disbursements in the amount of \$425,719.87, as follows:

<u>FUND</u>	
OPERATING	119,573.14
	235,155.14 ⁽¹⁾
IMRF/FICA	32,610.70 ⁽²⁾
CONSTRUCTION & REPAIR	6,153.73
PER CAPITA GRANT FUNDS	31,295.06
GIFT & MEMORIAL FUNDS	467.10
SPECIAL RESERVE FUNDS	465.00
GRAND TOTAL	425,719.87

(1) Operating Total

(2) IMRF/FICA

Trustee Drew raised a question about line item 7920, which pertains to Electronic Resources/Allied Universal Tech. Trustee Drew was curious as to why CLPL is paying Park Ridge Public Library for software license renewal. In response, Nancy Weber, Head of Adult Services, clarified that the Park Ridge Public Library serves as the software license coordinator for the North Suburban Digital Consortium.

Trustee Drew also had a question about a charge from Sikich under the same line item, which involved providing email to our pages. Executive Director Fyolek explained that this charge is for the additional licenses that would allow the pages to have an email address which will be required for the new payroll system.

ROLL CALL:

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

Absent: James Becker

Nay: None

Abstain: None

Motion Passed

IX. Communications:

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

- “Library usage down, cost up,” a letter to the editor of the Northwest Herald written by Mr. Steven Willson, a resident of Lakewood, and published on March 10.
- “Letter: Read up on the library,” a letter to the editor of the Northwest Herald written by Bill Weller as a member of the community in response to the “Library

usage down, cost up” letter written by Mr. Willson. This letter was published on March 18.

- “Library spending, “a letter to the editor of the Northwest Herald written by Mr. Steven Willson, a resident of Lakewood, in response to Bill Weller’s previous response and published on April 1.
- “Letter: Can’t imagine life without a library,” a letter to the editor of the Northwest Herald by Board President Weller in response to the “Library spending” letter written by Mr. Willson. This letter was published April 7.
- Thank-you notes from teachers and students of Husmann Elementary School to Youth Services librarians for an enjoyable library trip.

As a self-proclaimed library advocate, President Weller has penned these letters in support of the library.

X. Board Action

A. HVAC Maintenance Contract – Annual Renewal

It was moved by Cary Waxler and seconded by Charles Ebann to approve the preferred Maintenance Program HVAC & Controls with MG Mechanical Service, Inc. for \$24,100 for the period June 1, 2023 – May 31, 2024 and authorize the President of the Board of Library Trustees of the City of Crystal Lake to execute the document.

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

Absent: James Becker

Nay: None

Abstain: None

Motion Passed

This contract proposed by MG Mechanical will be maintaining the heating/cooling system for the third consecutive year. Library staff is highly satisfied with the services provided by them. The proposed contract, which includes regular maintenance service visits is priced at \$24,100, reflecting an increase of 3.4% compared to last year. Trustee Waxler reported that this increase is less than what was budgeted for in 23/24. Yesterday, MG Mechanical provided emergency services, demonstrating their prompt and efficient response to urgent situations.

XI. Board discussion:

Trustee Stump reported that he participated in the "Library Finance for Trustees" workshop, which took place on April 1 from 10 a.m. to noon. The workshop was facilitated by Kelly Zambinski, a licensed CPA from Zambinski Consulting Services, INC. He mentioned that a

recording session is available, and he shared it with our Executive Director for other interested trustees to watch. Additionally, Trustee Stump informed the Board that he plans to attend the second workshop titled "A Meeting of the Kleintown Public Library: A Look Inside How to Run an Efficient and Effective Library Board Meeting" on May 13 from 10 a.m. to noon. The upcoming session will be presented by Carmen Forte Jr., a partner at a local government law firm.

Trustee Stump regretfully shared with the Library Board that he had missed the opportunity to attend Congresswoman Jan Schakowsky's bimonthly office hours, which were being hosted at the Fox River Grove Public Library District.

During last night's city council meeting, Trustee Fisher and staff member Mary Robinson highlighted the homebound services offered by CLPL.

- 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 March 2023 were included in the packet.

Executive Director Fyolek announced that the City has officially approved CLPL's Needs Assessment, and the library has received a check in the amount of \$262,471. This amount includes all impact fees collected through March 2023. The application submitted to the City included various documents, such as CLPL Annual reports, Engberg Anderson's Capital Maintenance Plan, and a comprehensive overview of all the updates and improvements made to the building.

Trustee Fisher expressed curiosity regarding the Cooperative Computer Services (CCS) and inquired for further information.

President Weller praised the "Build a Bee a Home" program, which was led by Teen Coordinator Marla. He expressed his admiration for the initiative and conveyed his disappointment that Marla had to go all the way to North Riverside Library, her former library, to have the bee houses laser-engraved. In addition, he suggested that it would be wonderful to have a makerspace at CLPL, highlighting the potential benefits it could bring to the community.

President Weller also commended the passport and notary services offered by the Circulation department.

Trustee Sisler expressed her delight that the Ames Room is once again accessible to the public.

Trustee Drew announced that the annual volunteer recognition event is scheduled to take place from 10 a.m. to noon on Saturday, April 29 featuring a brunch to honor and express gratitude to our hardworking volunteers for their invaluable contributions.

Trustee Stump expressed satisfaction with the increase in door count.

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

It was moved by Rebecca Sisler and seconded by William Weller to go into Executive Session at 7:59 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, William Weller.

Absent: James Becker

Nay: None

Abstain: None

Motion Passed

It was moved by Rebecca Sisler and seconded by William Weller to return to regular session at 8:47 p.m.

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

Absent: James Becker

Nay: None

Abstain: None

Motion Passed

XIV. Actions related to Executive Sessions discussions

The Library Board has resolved to convene another executive session during the upcoming Board meeting on May 17 to continue their discussions.

XV. Adjournment: It was moved by Charles Ebann and seconded by Cary Waxler to adjourn meeting at 8:51 p.m.

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

Rebecca Sisler, Secretary