

Crystal Lake Public Library Board of Trustees
Regular Meeting Minutes
May 17, 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, Charles Stump, Cary Waxler, William Weller.

Absent: Rebecca Sisler

Staff Present: Becky Fyolek, Executive Director; Karen Migaldi, Assistant Director; Kriste Amherdt, Business Manager; Stephanie Price, Public Relations Coordinator; Nancy Weber, Head of Adult Services; Julie Gibson, Head of Circulation Services; Penny Ramirez, Head of Technical and Automation Services; Dawn Dvorak, Head of Youth Services; Ashlee Tominey, Youth Services Librarian; and Marla Spaargaren, Teen Services Coordinator.

III. Public Comment: None

IV. Board Development

Youth Services Librarian Ashlee Tominey and Teen Services Coordinator Marla Spaargaren provided an update on the implementation of the intergovernmental agreement (IGA) with Crystal Lake Elementary School District 47. Staff are planning upcoming events, at the schools and in the library, where they plan to register students for the new student access cards.

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 April 19, 2023 with one minor correction requested by Nancy Weber.

VIII. Approval of Disbursements should reflect the correction from “North Suburban Library System” to “North Suburban Digital Consortium.”

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, April 24, 2023
- Planning/PR, May 1, 2023
- Personnel, May 10, 2023

Trustee Stump reported that he and Trustee Ebann will attend the June 6 city council meeting to talk about the summer reading program.

VII. Financial Reports: It was moved by Charles Stump and seconded by Cary Waxler to approve the FY 22/23 Financial Report as of April 30, 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 Charles Ebann to approve the Regular Disbursements in the amount of \$392,342.22, as follows:

FUND	FY 22-23	FY 23-24	TOTAL
OPERATING	111,032.40	14,630.46	125,662.86
	197,078.94 ⁽¹⁾	0.00	197,078.94 ⁽¹⁾
IMRF/FICA	32,356.35 ⁽²⁾	0.00	32,356.35 ⁽²⁾
CONSTRUCTION & REPAIR	536.68	22,229.29	22,765.97
GIFT & MEMORIAL FUNDS	44.99	900.00	944.99
SPECIAL RESERVE FUNDS	9,786.50	0.00	9,786.50
PER CAPITA GRANT FUNDS	3,728.61	0.00	3,728.631
GRAND TOTAL	354,564.47	37,759.75	392,324.241

(1) Operating Total

(2) IMRF/FICA

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

IX. Communications:

Executive Director Fyolek shared the following news and communications since the April 19, 2023 Board meeting:

- A letter from Secretary of State and State Librarian Alexi Giannoulias, expressing his support for our libraries and librarians during National Library Week, which was in April. He also shared information about House Bill 2789, which provides that, in order to be eligible for state grants, a public library or library system shall develop a written policy prohibiting the practice of banning books within the public library or library system.

- “Library ‘Way Out’ program,” a letter to the editor of the Northwest Herald written by Crystal Lake residents Bonnie and Ken Martin. In their letter, which was published April 29, they voiced their discontent with the inclusion of the program ‘The Way Out: A Future After Hate and Extremism’ in the Beacon newsletter.
- A letter to the editor of the Northwest Herald titled “Keep up the good work, library people” written by Crystal Lake resident Elizabeth Dewey. In her letter, which was published May 5, she highlights the success of CLPL’s Hollywood Trivia Night Live! event that took place on April 26. Additionally, she commends the dedication of library staff.
- An email from patron Jeffrey Mohler expressing his disappointment regarding the cancelation of the program “The Way Out: A Future After Hate and Extremism.”
- An email from patron Quirine conveying enthusiasm for “The Way Out: A Future After Hate and Extremism” program, while also expressing confusion regarding the rationale behind its cancellation.
- Thank you note from third grade teachers and students of Husmann Elementary School to Youth Services librarians for putting together an enjoyable library field trip.

X. Board Action

A. Planning/PR Committee Recommendation – 2023-2026 Strategic Plan

It was moved by Charles Stump and seconded by Charles Ebann to approve the 2023-2026 Strategic Plan as recommended by the Planning/PR Committee.

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

B. Governance Committee Recommendation – Computer and Network Use Policy

It was moved by Bonita Drew and seconded by William Weller to approve the revised Computer and Network Use Policy as recommended by the Governance Committee.

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

- C. Governance Committee Recommendation – Collection Development Policy**
It was moved by Charles Ebann and seconded by William Weller to approve the revised Collection Development Policy as recommended by the Governance Committee.

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

- D. Governance Committee Recommendation – Circulation Policy**
It was moved by Charles Ebann and seconded by Cary Waxler to approve the revised Circulation Policy as recommended by the Governance Committee.

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

- E. Employee Service Recognition Resolution**
It was moved by Bonita Drew and seconded by Charles Ebann to approve the Library Resolution No. 2324-1.

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

XI. Personal Property Replacement Tax (PPRT)

Trustee Fellers gave a detailed overview of the Personal Property Replacement Tax (PPRT) information that she compiled. The information was included in the board packet.

XII. Board discussion:

Trustee Stump reported that he participated in a live webinar May 13 that involved a mock board meeting.

Trustee Stump shared he attended Congresswoman Jan Schakowsky’s office hours, which were hosted at the Fox River Grove Public Library District on May 8.

- XIII. 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 April 2023 were included in the packet.

Trustee Drew commented she was pleased to see the increase in participation in the Mystery of the Month Club.

Trustee Waxler commended passports services provided by CLPL.

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

It was moved by William Weller and seconded by Bonita Drew to go into Executive Session at 8:53 p.m. for the purposes of discussing personnel [5 ILCS 120/2(c)(1)].

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

It was moved by William Weller and seconded by Bonita Drew to return to regular session at 9:23 p.m.

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

XV. Actions related to Executive Sessions discussions.

It was moved by Mary Fisher and seconded by William Weller to approve the Executive Director's evaluation as written.

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

XVI. Adjournment: It was moved by James Becker and seconded by William Weller to adjourn meeting at 9:25 p.m.

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

Rebecca Sisler, Secretary

Mary Fisher, Acting Secretary