

Crystal Lake Public Library Board of Trustees
Regular Meeting Minutes
June 21, 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, Charles Ebann, Alice Fellers, Mary Fisher, Rebecca Sisler, Charles Stump, Cary Waxler, William Weller.

Absent: Bonita Drew

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; Penny Ramirez, Head of Technical and Automation Services; Dawn Dvorak, Head of Youth Services.

III. Public Comment: None

IV. Board Development

Nancy Weber, Head of Adult Services, and Dawn Dvorak, Head of Youth Services, jointly presented and provided a report on the progress of the 2023 Summer Reading Program: Find Your Voice!

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

It was moved by Charles Ebann and seconded by James Becker to approve the minutes of the regular meeting of May 17, 2023 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:

- Governance, May 15, 2023
- Finance, May 22, 2023
- Planning/PR, June 7, 2023
- Finance, June 14, 2023

It was reported that the event "An Evening with Theodore Roosevelt" featuring Clay Jenkinson will take place on Saturday, October 21 at 7 p.m. The event is a fundraiser for the Raue Center of the Arts and the Crystal Lake Library Foundation. Tickets will be available at prices ranging from \$45 to \$55. During the event, Don Peters and Brian Pappalardo will be honored for their

dedication as they retire from the foundation. Terri Reece is the president of the Crystal Lake Library Foundation. The library foundation is currently seeking sponsors and donations.

VII. Financial Reports:

A. FY 22/23

It was moved by Charles Stump and seconded by Charles Ebann to approve the FY 22/23 Financial Report as of May 31, 2023.

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

B. FY 23/24

It was moved by Cary Waxler and seconded by William Weller to approve the FY 23/24 Financial Report as of May 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 Charles Ebann to approve the Regular Disbursements in the amount of \$528,668.85, as follows:

FUND	FY 22-23	FY 23-24	TOTAL
OPERATING	36.55	110,243.61	110,280.16
	1,202.37	308,318.29	309,520.66 ⁽¹⁾
IMRF/FICA	197.59	50,632.13	50,829.72 ⁽²⁾
CONSTRUCTION & REPAIR	0.00	23,168.87	23,168.87
SPECIAL RESERVE FUNDS	0.00	34,869.44	34,869.44
GRAND TOTAL	1,436.51	527,232.34	528,668.85

(1) Operating Total

(2) IMRF/FICA

ROLL CALL:

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

Absent: Bonita Drew

Nay: None

Abstain: None

Motion Passed

Trustee Becker raised a question regarding the subscription fee for the North Suburban Digital Consortium. Nancy Weber, Head of Adult Services, provided clarification.

IX. Communications:

Executive Director Fyolek shared the following news and communications since the May 17, 2023 Board meeting:

- A letter from City Manager Eric T. Helm reappointing Trustee Stump to the Library Board for a term expiring June 30, 2026.
- A letter from City Manager Eric T. Helm reappointing Trustee Weller to the Library Board for a term expiring June 30, 2026.
- A letter from Secretary of State Alexi Giannoulis awarding the Crystal Lake Public Library a Fiscal Year 2023 Public Library Per Capita grant in the amount of \$59,396.78.
- An email from staff member Shannan Petty sharing feedback from a patron, a lady in her 70's, who commended our Pride display with books and pride pins, expressing her gratitude and acknowledging our team's excellent work.
- Thank you note from staff member Mary Robinson thanking the Library Board for the recognition and gift received at the June Staff Recognition event for her 15 years of service.
- Thank you note to CLPL from young patron Serafina. In her note she expresses her love for reading, appreciation for CLPL staff and the fun activities offered at CLPL. In her own words "You have the best activities in the world. I love CLPL."
- RAILS information on statewide access to online resources included in FY 2024 Illinois budget.

Executive Director Fyolek highlighted the significance of the RAILS information on statewide access to online resources.

X. Board Action

- A. Insurance Package – For FY 23/24 LIRA Resolution – Finance Committee**
It was moved by Cary Waxler and seconded by Charles Ebann to approve the Library Resolution No. 2324-3 for membership in Libraries of Illinois Risk Agency effective July 8, 2023 at a cost not to exceed \$20,132.

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

Absent: Bonita Drew

Nay: None

Abstain: None

Motion Passed

Trustee Waxler reported that requests for proposals (RFP) were collected from two insurance companies Libraries of Illinois Risk Agency (LIRA) and Diamond Bros. Inzone Insurance Services, our current insurance provider, did not submit for the RFP, but provided renewal cost for all of the library's policies for comparison. After careful consideration, the Finance Committee recommended LIRA as the preferred option based on its competitive cost and comprehensive coverage, which includes rental properties. Our current package expires on July 8, 2023. LIRA's fiscal year has already begun and will prorate insurance services through December 2023. During the discussion, Trustee Becker raised concerns about the stability of LIRA. The Library Board addressed Trustee Becker's concerns and pointed out that LIRA is governed by library directors. LIRA provides tools to help reduce risk of ice and flooding.

B. Lauterbach and Amen Proposal for Accounting Services – Finance Committee Recommendation

It was moved by Cary Waxler and seconded by Mary Fisher to approve the Lauterbach & Amen Service Proposal for Financial Services not to exceed \$21, 800 for the year ending April 30, 2024 and authorize the President of the Library Trustees of the City of Crystal Lake to execute the document.

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

Absent: Bonita Drew

Nay: None

Abstain: None

Motion Passed

Trustee Waxler reported that the cost of the accounting services provided by Sikich during the audit preparation and review was considerably high. Business Manager Kriste Amherdt received advice from Sikich stating that our current bookkeeping method is not ideal. Sikich recommended implementing a cloud-based bookkeeping software as cost-effective solution to prevent the rising costs. Lauterbach & Amen's contract includes access to their accounting software. They will support monthly financial reporting, audit preparation, and close out of fiscal year.

C. Nonresident fee – annual review and decision on participation

It was moved by Charles Ebann and seconded by Charles Stump to opt IN on selling Nonresident Cards using the tax bill method for the period of 7/1/2023-6/30/2024.

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

The Board discussed nonresident fee cards and decided that the existing tax bill method is the fairest approach to issue them.

D. Annual Reports for FY 22/23

1. CLPL – Review

CLPL annual report was reviewed and discussed.

2. Illinois Public Library Annual Report – Approval

It was moved by Cary Waxler and seconded by Charles Ebann to move that

- **This Illinois public Library Annual Report (IPLAR) be filed in accordance with 75 ILCS 5/40-10**
- **The FY22/23 IPLAR is essential and correct**
- **The Executive Director, Board President and Board Secretary are authorized to execute the document**
- **The Executive Director is authorized to submit the FY22/23 IPLAR to the Illinois State Library**

Executive Director Fyolek highlighted two important corrections made to the Illinois Public Library Annual Report: some of the Board member term endings were updated as well as no special needs programs were presented during the year.

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

E. Nominating Committee for FY 23/24 officers – appointment

President Weller appointed Trustee Sisler and Trustee Stump to the Nominating Committee.

F. Food Truck at Library Program – Planning/PR Committee Recommendation

It was moved by Cary Waxler and seconded by Charles Ebann to approve the Joe + Dough Food Truck vending at the library as part of the June 29 Read the Rainbow Pride Celebration in the event of inclement weather.

Voice Vote: Aye-7; Nay- 1; Absent-1; Abstain- 0; Motion Passed

Nancy Weber, Head of Adult Services, stated that pride events have been well received.

G. Mary Alice Fellers Trustee Appreciation Resolution

It was moved by Rebecca Sisler and seconded by Charles Ebann to approve the Library Resolution No. 2324-2.

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

Absent: Bonita Drew

Nay: None

Abstain: None

Motion Passed

President Weller highlighted that Trustee Fellers initiated the Personal Property Replacement Tax (PPRT) project in collaboration with the City of Crystal Lake.

XI. Board Discussion

A. Personnel Committee – Independence Day Parade Closure (2024)

The Board discussed the potential closure of the library during the next year’s Crystal Lake Independence Day Parade.

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 May 2023 were included in the packet.

Trustee Waxler informed the Board that the ‘84 and the ‘95 condensers are shutting down on cool mornings. The condensers become locked out and fail to start up later in the day as temperatures rise. To cool the building, Jim Horan, the library’s Building Maintenance Manager, has to manually reset the condensers. Staff are working with all the companies involved with both condenser projects in an attempt to find a solution to the issue. So far, the problems have not been resolved.

After consulting with former Library Director KIM and conducting research on the library’s receipt of Personal Property Replacement Tax, Executive Director Fyolek will follow up with Director of Finance Jodie Hartman at the city of Crystal Lake.

Executive Director Fyolek accepted the invitation to the 2023 ILA awards ceremony.

Trustee Stump reported that the 2023 ILA Annual Conference is scheduled to be held from October 24 to 26, with October 26 designated as Trustee Day. Executive Director Fyolek will be presenting at the conference on October 25.

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

It was moved by William Weller and seconded by Charles Ebann to go into Executive Session at 8:14 p.m. for the purpose of approving minutes from Executive Session [5 ILCS 120/2(c)(21)

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

Absent: Bonita Drew

Nay: None

Abstain: None

Motion Passed

It was moved by William Weller and seconded by Charles Ebann to return to regular session at 8:24 p.m.

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

Absent: Bonita Drew

Nay: None

Abstain: None

Motion Passed

XIV. Actions related to Executive Sessions discussions.

It was moved by William Weller and seconded by Charles Ebann to approve the Executive Session Minutes of both the December 14, 2022, and the April 19, 2023, meetings as presented.

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

Absent: Bonita Drew

Nay: None

Abstain: None

Motion Passed

XV. Adjournment: It was moved by James Becker and seconded by William Weller to adjourn the meeting at 8:26 p.m.

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

Rebecca Sisler, Secretary