

**Crystal Lake Public Library Board of Trustees
Regular Meeting Minutes
July 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 7:01 p.m.
- II. **Oath of Office:** Charles Stump and William Weller have been reappointed to the Crystal Lake Library Board of Trustees for an additional three-year term, and they have solemnly taken the oath of office.

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

Present: James Becker (attended via Zoom/discussion only), Bonita Drew, Charles Ebann, Mary Fisher, Rebecca Sisler, Charles Stump, Cary Waxler, William Weller. (Vacant Trustee seat)

Absent: None

Staff Present: Becky Fyolek, Executive Director; Karen Migaldi, Assistant Director; Veronica Morales, Recording Secretary; 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.

IV. **Public Comment:** None

V. **Board Development**

Executive Director Fyolek emphasized that on June 12 Governor Pritzker signed HB2789 into a law, effectively outlawing book bans in Illinois. It is the first legislation of its kind in the United States. The bill requires libraries to adopt, “the American Library Association’s Library Bill of Rights,” which is already a part of the approved CLPL Collection Development Policy. The request for reconsideration of materials is still a valid process through which patrons can provide feedback to the library regarding selection and cataloging.

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

It was moved by Charles Stump and seconded by Charles Ebann to approve the minutes of the regular meeting of June 21, 2023 as presented.

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

VII. **Committee and Board Member Reports:**

Minutes for the following Board committee meetings were included in the packet:

- Facilities, June 14, 2023
- Facilities, July 10, 2023

Trustee Waxler reported that the Facilities Committee is currently looking at potential projects outlined in the Capital Maintenance Plan. These projects are being assessed for prioritization, encompassing tasks such as drain repair, landscaping enhancements around the Beacon area and addressing issues with the cooling system.

Library Assistant Migaldi reported that on Monday, June 10, Building Maintenance Manager Jim Horan noticed an issue with one of the condenser units. The unit was not receiving power. Safety procedures were followed, and troubleshooting was done. Jim contacted Benson Electric for further assistance. They found issues with two switches and the air handlers, resulting in power interruption and loss of cooling for a section of the building that day. Fortunately, by 1pm on Tuesday, July 11, issues were resolved.

Trustee Waxler informed the Board of an ongoing concern regarding the '84 and the '95 condensers 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 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, this issue has not been resolved.

Trustee Sisler reported on the recent Crystal Lake Library Foundation Board meeting. They're seeking new members and discussed the fundraiser, sponsors and the Clay Jenkinson event set for October 1st at the Raue Center for the Arts. The fundraiser will be held during the reception before the event.

VIII. Financial Reports: It was moved by Cary Waxler and seconded by Charles Ebann to approve the FY 23/24 Financial Report as of June 30, 2023.

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

Trustee Stump identified an error on the financial report, which was then clarified by Executive Director Fyolek.

IX. Approval of Disbursements: It was moved by Charles Ebann and seconded by Mary Fisher to approve the Regular Disbursements in the amount of \$350,892.16, as follows:

<u>FUND</u>		
OPERATING	102,165.49	
	210,264.73	(1)
IMRF/FICA	34,284.54	(2)
CONSTRUCTION & REPAIR	4,033.71	
GIFT & MEMORIAL FUNDS	143.69	
GRAND TOTAL	350,892.16	

(1) Operating Total

(2) IMRF/FICA

ROLL CALL:

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

Absent: None

Nay: None

Abstain: None

Motion Passed

X. Communications:

Executive Director Fyolek shared the following news and communications received since the June 21, 2023 Board meeting:

- Thank you note from patron Deborah, expressing gratitude to Mari Swift, Assistant Head of Circulation Services, for her kindness and assistance throughout the passport application process.
- A 5-star Google review by Alexandra Maklezow, commending the services offered by the Youth Services department.
- An appreciative email from patron Jennifer, praising CLPL programing and expressing her gratitude for the outstanding work of CLPL staff, highlighting in her on words “how awesome the library is and what fun programs you have for everyone.” She also expresses her delight in participating in the Romance of the Month Book Club.

XI. Board Action

A. Approve 2024 Calendars

1. Library Board Meetings

It was moved by Bonita Drew and seconded by Charles Ebann to approve the 2024 meeting dates for the Crystal Lake Public Library Board of Trustees per the attached schedule.

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

Executive Director Fyolek relayed that the City of Crystal Lake has communicated its decision to transition from a fiscal year to a calendar year. Executive Director Fyolek outlined the potential implications of this transition for the library.

2. Library closings

It was moved by Rebecca Sisler and seconded by Charles Stump to approve the 2024 Scheduled Library Closings for the Crystal Lake Public Library and to include the revision to remove the fourth of July parade closing.

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

The Board discussed whether to close or keep the library open on the Sunday of the Independence Day parade, taking into account the library's role as a cooling place and the fiscal responsibility associated with the decision.

B. Election of FY 23/24 Officers

It was moved by Rebecca Sisler and seconded by Charles Ebann to close the nominations and elect the Slate of Officers for FY23/24 as presented by the Nominating Committee.

President: William Weller

Vice-President: Bonita Drew

Treasurer: Cary Waxler

Secretary: Mary Fisher

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

C. Revised Banking Resolution

It was moved by Cary Waxler and seconded by Charles Ebann to approve the Library Resolution No. 2324-4 – Banking Resolution.

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

Absent: None

Nay: None

Abstain: None

Motion Passed

XII. Board Discussion

Trustee Stump shared a success story about promoting library services. He is also delighted to see that June has had the highest door count so far.

Six applications have been received for the Library Trustee position. Interviews are scheduled for 6 pm on Monday, July 31, in the Program Room, and on Wednesday, August 2, in the Ames Room. Following the interviews, feedback will be provided to the City of Crystal Lake.

Trustee Waxler and Trustee Fisher received lots of positive comments during the Independence Day Parade on Sunday, July 2.

Executive Director Fyolek and Head of Youth Services Dawn Dvorak presented the District 47 IGA at last night's City Council meeting.

The board has agreed to extend the cleaning services contract for an additional year, with plans to initiate the request for proposals next year.

- 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 June 2023 were included in the packet.

Trustee Stump inquired about Jim Horan departing from CLPL to join Harley Davidson. Executive Director Fyolek elaborated that this opportunity is a dream job for Jim, and while we'll miss him, we're genuinely pleased for him and extend our best wishes for success in his new endeavor.

Dawn Dvorak, Head of Youth Services, shared that the Crystal Lake Strikers concert was a big success with almost 400 attendees.

Trustee Sisler praised the Taylor Swift bracelets program. Nancy Weber, Head of Adult Services, shared that there is a Taylor Swift Trivia event scheduled for August.

President Weller inquired about the Pride event, Executive Director Fyolek shared that the Joe + Dough food truck did not sell their products; instead, they generously donated food and drinks for the event.

- XIV. Executive Session to approve minutes from Executive Session [5 ILCS 120/2(c)(21) has been postponed and will be addressed at the upcoming board meeting.**
- XV. Actions related to Executive Sessions discussions have been postponed and will be addressed at the upcoming board meeting.**
- XVI. Adjournment:** It was moved by Cary Waxler and seconded by Charles Ebann to adjourn the meeting at 7:56 p.m.

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

Rebecca Sisler, Secretary