

Crystal Lake Public Library Board of Trustees
Regular Meeting Minutes
August 16, 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 7:02 p.m.
- II. **Oath of Office:** Stacey Lorenz has been appointed to the Crystal Lake Library Board of Trustees for a three-year term. Her official swearing-in will be conducted before the next Board meeting.

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

Present: James Becker, 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; Kriste Amherdt, Business Manager; Veronica Morales, Recording Secretary; Stephanie Price, Public Relations Coordinator; Nancy Weber, Head of Adult Services; Julie Gibson, Head of Circulation Services; Dawn Dvorak, Head of Youth Services.

Guest: Donna McAnally, Chairperson of Crystal Lake's Blue Star Banner program

IV. **Public Comment:** None

President Weller motioned to advance item C. Planning/PR Committee Recommendation – Blue Star Banners from section XI. Board Action. This motion was seconded by Cary Waxler.

Donna McAnally addressed the Library Board regarding Crystal Lake's Blue Star Banner program. This initiative entails the proud display of banners honoring local active duty military members along route 14, as well as at key locations throughout town, such as City Hall.

- C. Planning/PR Committee Recommendation – Blue Star Banners**
It was moved by Bonita Drew and seconded by Charles Stump to display a Blue Star Banner in Adult Services for the month of November 2023.

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

V. **Board Development**

Executive Director Fyolek presented information on the concept of Committee of the Whole. The Committee of the Whole structure would require the attendance of all the trustees to a set of two meetings per month. The first Wednesday of the month would host Committee of

the Whole and the third Wednesday would accommodate the regular board meeting. The Board discussed adopting a Committee of the Whole structure and expressed interest in pursuing its implementation. Executive Director Fyolek will consult with our legal counsel to determine the feasibility of a trial period without modifying the Library Board's by-laws.

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 July 19, 2023 as presented and to include the correction in the Approval of Disbursements where "Mary Fishers" should read "Mary Fisher."

Voice Vote: Aye-8; 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:

- Governance, July 31, 2023
- Governance, August 2, 2023
- Planning/PR, August 9, 2023

Trustee Drew updated the Board on the recent Planning/PR Committee meeting. The Planning/PR committee has been working on arranging the display of a Blue Star Banner in the library. Additionally, Planning/PR discussed the potential of adopting a Committee of the Whole structure.

Trustee Ebann shared updates on the recent Board interviews for a new trustee. Among the six applications received, one applicant withdrew. The Governance Committee made its recommendation for appointment to the mayor. Trustee Ebann and Executive Director Fyolek attended the City Council meeting last night. They received strong support for the District 47 IGA and library programs. It was suggested for Stacey Lorenz take the oath of office before the next Board meeting.

Trustee Waxler provided a comprehensive update on the recent Facilities Committee meeting held on Monday, August 14:

- A water leak has been identified at the rental property located at 17 McHenry Ave.
- Repairs to the emergency lights have been completed.
- During the annual walk-through, multiple items requiring attention were identified. Among these, the replacement of the floor drain. Staff will get an estimate for floor drain replacement. The Elevator phone (#1 on Capital Maintenance Plan list) is also on the list, but it is scheduled for replacement in conjunction with our current phone system upgrade. Additional significant repairs planned, include the replacement of the timber retaining wall and the lower-level storefront windows.
- The Committee is in the process of preparing to request proposals for the snow removal contract. The item is scheduled to appear on the October Board agenda for approval. The board seeks to uphold fiscal responsibility without compromising its commitment to maintaining safety.

- The committee had the opportunity to meet our new Building Maintenance Manager, Scott Zator, who shares a similar professional background with the previous building maintenance manager.

VIII. Financial Reports: It was moved by Cary Waxler and seconded by Charles Ebann to approve the FY 23/24 Financial Report as of July 31, 2023.

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

Trustee Stump identified a typographical error on page 2 of the Investment Schedule. In the first column, Investments & Checking, it should read “TN-57864-1 matures 2/28/25” instead of “TN-57864-1 matures 2/28/05”.

IX. Approval of Disbursements: It was moved by Charles Stump and seconded by Charles Ebann to approve the Regular Disbursements in the amount of \$379,231.08, as follows:

<u>FUND</u>		
OPERATING	131,344.14	
	209,196.80	(1)
IMRF/FICA	34,260.96	(2)
CONSTRUCTION & REPAIR	542.87	
GIFT & MEMORIAL FUNDS	181.31	
SPECIAL RESERVE	3,705	
GRAND TOTAL	379,231.08	

(1) Operating Total

(2) IMRF/FICA

ROLL CALL:

Aye: James Becker, 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 July 19, 2023 Board meeting:

- A Northwest Herald's article titled “Public library now offers access cards to all District 47 students” which discusses how registered D47 students residing outside the library's boundaries will now benefit from limited access to library materials and resources. This initiative comes as a result of the Inter-Governmental Agreement established with District 47 last fall.

- A 5-star Google review by Illysa Kossoff, commending the passport services offered by the Circulation Services department.
- A 5-star Google review by Brookelynn Grismer, commending WI-FI services, collection and friendly staff at CLPL.

President Weller received an email from a patron whose child is enrolled in a parochial school and is unable to benefit from D47 IGA. In response, Executive Director Fyolek reached out and provided alternative options that the patron’s child could potentially qualify for.

XI. Board Action

A. Committee Appointments FY 23/24

President Weller received feedback regarding his FY 23/24 committee appointments.

B. Property Manager – Award Contract

It was moved by Cary Waxler and seconded by Charles Ebann to renew contract in the amount of \$14,230, 1 Sept. 23-August 31, 2024. Positive feedback from staff, competitive pricing and authorize of the Board of Trustees to sign the contract.

ROLL CALL:

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

Absent: None

Nay: None

Abstain: None

Motion Passed

C. Planning/PR Committee Recommendation – Blue Star Banners – Item moved to follow the Public Comment section.

XII. Board Discussion

Trustee Stump confirmed his attendance to the ILA Annual Conference’s Trustee Day on October 26. He plans to travel to Springfield the night before.

Crystal Lake has TIF districts, including developments such as the new residential construction at Water’s Edge. It’s possible that the library could potentially meet the qualifications for these TIF districts. Executive Director Fyolek will reach out to library legal counsel to gather additional information.

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 July 2023 were included in the packet.

Dawn Dvorak, Head of Youth Services, reported that the Student Access Cards (SAC) have achieved significant success. CLPL has actively participated in various back-to-school events. Since August 1, a total of 292 Student Access Cards have been issued. CLPL plans to continue promoting Student Access Cards at school events. Trustee Fisher inquired about the translation of SAC materials into Spanish. Stephanie Price, Public Relations Coordinator, shared that some materials have already been translated, and efforts are underway to translate the SAC brochure.

Trustee Becker inquired if further details regarding the recent bomb threat targeting the library have been made available. In response, Executive Director Fyolek indicated that no additional information has been provided at this time.

Executive Director Fyolek informed the Library Board that the Youth Services non-fiction LGBTQ collection has been a target to vandalism. A police report has been filed, and staff members have been reminded to rove more frequently.

XIV. Adjournment: It was moved by James Becker and seconded by Charles Ebann to adjourn the meeting at 8:11 p.m.

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

Mary Fisher, Secretary