

Crystal Lake Public Library Board of Trustees
Regular Meeting Minutes
September 20, 2023, 7:00 p.m.
Crystal Lake Public Library, Ames Meeting Room

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, Mary Fisher, Stacey Lorenz, Rebecca Sisler, Charles Stump, Cary Waxler, William Weller.

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; Julie Gibson, Head of Circulation Services; Penny Ramirez, Head of Technical & Automation Services; Dawn Dvorak, Head of Youth Services.

III. Public Comment: None

IV. Board Development

Starting this month, CLPL is upgrading to Microsoft 365. On Monday, September 25, Outlook 365 will go live. At this time, CLPL.org email addresses will require multi-factor authentication for login. Multi-factor authentication is a cybersecurity requirement of our insurance company, Libraries of Illinois Risk Agency. Head of Technical & Automation Services Penny Ramirez gave the Board a brief overview of the CLPL migration to Microsoft 365.

V. 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 August 16, 2023 as presented.

Voice Vote: Aye-9; Nay- 0; Absent-0; Abstain- 0; Motion Passed.

VI. Committee and Board Member Reports:

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

- Facilities, August 14, 2023
- Planning/PR, September 6, 2023

Trustee Waxler provided a comprehensive update on the recent Facilities Committee meeting held on Monday, September 11:

- Capital Maintenance Plan update – The committee is currently working on addressing floor drain issues as well as taking the preliminary steps for the evaluation and potential repair of the retaining wall.
- Staff continues to work with new landscaping company to address concerns.
- Tonkin, our current snow removal provider, contacted Assistant Director Migaldi to formally communicate that they will not be submitting a snow removal proposal.
- The 1995 addition’s dampers are malfunctioning primarily due to corrosion. To resolve this issue, replacement is necessary, with an estimated cost of \$4,000. These dampers are responsible for regulating the intake of fresh air. The repair is projected to be completed within a single day, scheduled for either October or November.
- The 1965 condenser continues to experience morning lockouts, but it resumes normal operation for the remainder of the day after our building maintenance manager manually resets it. This recurring issue may potentially be attributed to a software problem.

Trustee Drew briefed the Board on the Planning/PR Committee's progress with the Strategic Plan trustee tasks and goals.

VII. Financial Reports: It was moved by Cary Waxler and seconded by Bonita Drew to approve the FY 23/24 Financial Report as of August 31, 2023.

Trustee Lorenz inquired about the status of the electronic library sign. Executive Director Fyolek informed her that CLPL is still actively collaborating with the City, and other pressing matters have currently taken precedence.

Voice Vote: Aye-9; Nay- 0; Absent-0; Abstain- 0; Motion Passed

VIII. Approval of Disbursements: It was moved by Cary Waxler and seconded by Rebecca Sisler to approve the Regular Disbursements in the amount of \$385,666.16, as follows:

FUND	
OPERATING	118,050.70
	231,229.56 ⁽¹⁾
IMRF/FICA	33,630.86 ⁽²⁾
CONSTRUCTION & REPAIR	1,725.55
GIFT & MEMORIAL FUNDS	1,029.49
GRAND TOTAL	385,666.16

- (1) Operating Total
- (2) IMRF/FICA

ROLL CALL:

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

Absent: None

Nay: None

Abstain: None

Motion Passed

IX. Communications:

Executive Director Fyolek shared the following news and communications received since the August 16, 2023 Board meeting:

- Thank you letter from Crystal Lake Police Department appreciating CLPL's contributions in making National Night Out a success. Head of Youth Services Dawn Dvorak shared that around 450 people attended the event.
- City of Crystal Lake appointment letter officially designating Stacey Lorenz as a member of the library Board for a three-year term.
- Downtown Crystal Lake thank you note to CLPL for continued support.
- Thank you email from Aileen Kim, Chief Deputy of Public Services, on behalf of Secretary of State Alexi Giannoulias, expressing appreciation for Trustee Drew's handwritten letter detailing CLPL's dedicated efforts.
- Daily Herald article titled "Theodore Roosevelt to take the stage for Oct. 21 fundraiser at Raue Center for the Arts." Scholar and historical interpreter Clay Jenkinson will portray one of this classic characters, Theodore Roosevelt, at an October 21 fundraiser for the Rau Center and Crystal Lake Public Library Foundation.
- Online article titled "Library Bomb Threats continue to Increase: Book Censorship News, August 25, 2023" published on bookriot.com website.
- Northwest Herald's article titled "Crystal Lake Public Library is evacuated and closes early after bomb threat" published on September 14, 2023.

X. Board Action

A. Temporary Suspension of Crystal Lake Public Library Board of Trustees Bylaws Article V: Section 1

It was move by Charles Ebann and seconded by Rebecca Sisler to temporarily suspend Crystal Lake Public Library Board of Library Trustees Bylaws Articles V: Section 1 Standing Committees for a period of 12 months in favor of Article V: Section 1 Committee of the Whole.

The Board discussed the transition to a Committee of the Whole structure.

ROLL CALL:

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

Absent: None

Nay: None

Abstain: None

Motion Passed

B. Janitorial Services contract – annual renewal/recommendation from Facilities Committee

It was moved by Cary Waxler and seconded by William Weller to approve the contract with U.S. Service System, Inc. for \$5,253.67 per month (October 1, 2023- December 31, 2023), increasing to \$5,714.22 per month (January 1, 2024- September 30, 2024) and to authorize the President of the Board of Library Trustee of the City of Crystal Lake to sign the agreement.

ROLL CALL:

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

Absent: None

Nay: None

Abstain: None

Motion Passed

Trustee Waxler explained that the contract's price increase is a result of both the upcoming minimum wage increase and the rising costs of cleaning products due to inflation. Trustees expressed their satisfaction in seeing the staff's contentment with the quality of service provided.

C. Parking for Mobile Museum of Tolerance – recommendation from Planning/PR Committee

It was moved by Charles Ebann and seconded by William Weller to approve overnight parking for the Mobile Museum of Tolerance during the week of June 3, 2024.

Voice Vote: Aye-9; Nay- 0; Absent-0; Abstain- 0; Motion Passed

XI. Board Discussion

Trustee Stump informed the Board that he had the privilege of speaking with US Congresswoman Jan Schakowsky and US Representative Susanne Ness while attending a senior exercise class.

President Weller inquired about the bomb threat incident on Thursday, September 14. Executive Director Fyolek explained that the threat had been received via the library's chat service, prompting an immediate call to the police who, in turn, requested the evacuation of the building. The library remained closed for the remainder of the day.

Executive Director Fyolek shared that she attended a RAILS meeting on bomb threats on Friday, September 15. She also informed the Board of the collaborative efforts between CLPL and the Crystal Lake Police Department to conduct a comprehensive review of CLPL's bomb threat procedures and the implementation of necessary updates.

On Sunday, September 3, at approximately 4:30 p.m., President Weller observed flames while driving along Paddock Street, passing the library building. Upon closer examination, he observed that the flames originated from a smoker's station situated on mulch, with a dropped cigarette as the source. With the assistance of Julie Gibson, the Head of Circulation Services, they successfully extinguished the flames. As a precautionary measure, it was determined that relocating the smoker's station was necessary to prevent similar incidents in the future.

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 August 2023 were included in the packet.

President Weller found it surprising that despite receiving 24 job applications for the Circulation's Library Assistant II position, conducting interviews with four candidates and selecting a candidate for hire, the job offer had not been accepted primarily due to salary considerations. Julie Gibson, Head of Circulation Services, confirmed this and stated that the position would need to be reposted.

Trustee Lorenz expressed her appreciation for teen programming and outreach efforts, and was delighted to hear about CLPL's recent visit to Lundahl Middle School.

**XIII. Executive Session to approve minutes from Executive Session [5 ILCS 120/2 (c)(21)
It was moved by James Becker and seconded by William Weller to go into Executive Session at 8:07 p.m. for the purposes of discussing personnel [5 ILCS 120/2 (c)(21)].**

ROLL CALL:

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

Absent: None

Nay: None

Abstain: None

Motion Passed

It was moved by William Weller and seconded by Charles Stump to return to regular session at 8:14 p.m.

Voice Vote: Aye-9; Nay- 0; Absent-0; Abstain- 0; Motion Passed

XIV. Actions related to Executive Session discussions

It was moved by William Weller and seconded by Charles Stump to approve the executive session minutes from the May 17, 2023 executive session as amended.

Voice Vote: Aye-9; Nay- 0; Absent-0; Abstain- 0; Motion Passed

XV. Adjournment

It was moved by Charles Stump and seconded by Charles Ebann to adjourn the meeting at 8:16 p.m.

Voice Vote: Aye-9; Nay- 0; Absent-0; Abstain- 0; Motion Passed.

Mary Fisher, Secretary