

Crystal Lake Public Library Board of Trustees
Regular Meeting Minutes
October 18, 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; 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

Youth Services LTAs Karamy Haupt and Jamie Klinefelter presented on their Maker Academy program. Trustee Lorenz mentioned that her children had the chance to participate and absolutely loved it.

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 September 20, 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:

- Committee of the Whole, October 4, 2023

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

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 Mary Fisher to approve the Regular Disbursements in the amount of \$343,855.92, as follows:

FUND	
OPERATING	99,078.11
	205,285.55 (1)
IMRF/FICA	33,722.29 (2)
CONSTRUCTION & REPAIR	3,862.47
GIFT & MEMORIAL FUNDS	1,907.50
GRAND TOTAL	343,855.92

(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 with the Library Board news and communications received since the September 20, 2023, Board meeting, including:

- A letter of appreciation from the House of Representatives, signed by Congresswoman Jan Schakowsky, thanking Trustee Stump for his proactive support in advocating for library funding.
- A thank you note from the Ladd Park Summer Lunches program to Youth Services Librarian Seanine Brady, commending her for her wonderful story time sessions with the children at Ladd Park.
- An email from Adult Services LTA Mary Robinson, conveying a patron’s appreciation for Marcia Tillman’s outreach program this month at Encore (formerly known as the Fountains), where her husband recently became a new resident. She attended the program with her husband and was truly impressed by how Marcia captivated everyone’s attention with a well-written and thought-out program.
- An email from Stephanie Price, Public Relations Coordinator, highlighting a patron's commendation for Ms. Jamie's story time sessions and expressing her child's deep enthusiasm for them.

- An email from Youth Services Librarian Seanine Brady, relaying feedback from a library student who was genuinely impressed by our Hispanic Heritage Month decorations. The student noted that, after visiting several libraries, CLPL's decorations were the most beautiful and informative.

X. Board Action

A. Snow Removal contract for 2023/2024 winter season

It was moved by Cary Waxler and seconded by Charles Ebann to approve contracting with Tonkin Landscape, Inc. for snow removal services for the 2023/2024 winter season as outlined in the proposals and authorize the President of the Board of Library Trustees of the City of Crystal Lake to sign the proposals.

We received proposals from three companies, with one based in Chicago and another in Bartlett. The submission by Tonkin Landscape, Inc. stood out as the only local proposal, and it provided competitive pricing.

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. Adopt resolutions allocating unexpended Fund Balance

1. FY 22/23 Operating Fund Balance

It was moved by Bonita Drew and seconded by Cary Waxler to approve Library Resolution No. 2324-05 and to authorize the Board President and Secretary to execute the document and the Executive Director to forward the information to the City of Crystal Lake.

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

2. FY 22/23 IMRF Fund Balance

It was moved by Cary Waxler and seconded by Charles Ebann to approve Library Resolution No. 2324-06 and to authorize the Board President and Secretary to executive the document and the Executive Director to forward the information to the City of Crystal Lake.

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

3. Adopt resolutions allocating Development Impact Fees

It was moved by Charles Ebann and seconded by James Becker to approve Library Resolution No. 2324-07 and to authorize the Board President and Secretary to executive the document and the Executive Director to forward the information to the City of Crystal Lake.

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

C. FY 23/24 – Working Budget

It was moved by Charles Stump and seconded by Cary Waxler to approve the revised FY 23/24 Working Budget

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

D. Appropriation Resolution – revised

It was moved by William Weller and seconded by Charles Ebann to approve Resolution No 2324-8, (FY 23/24 Revised Budget Resolution and Tax Levy) that Amends Library Resolution No. 2223-7 and authorize the Board President and Secretary to execute the document and the Executive Director to forward to the City of Crystal Lake.

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

E. Proposal from City of Crystal Lake – Electric Vehicle Charging Station

It was moved by William Weller and seconded by Charles Ebann to approve the City of Crystal Lake installing 1 to 2 electric vehicle charging stations in the library parking lot.

Trustee Becker raised a question regarding electric car charging outside of library hours. Executive Director Fyolek clarified that charging services would not be accessible when the library is closed.

The library will not be financially responsible for the installation of the electric charging stations, as the City of Crystal Lake will cover all associated expenses. Patrons, however, will be charged a fee to offset the cost of electricity used during their charging sessions.

Trustee Lorenz questioned the location of the charging stations. Executive Director Fyolek explained that the current proposal suggests placing them in the first two parking lot spaces adjacent to the McHenry Avenue parking lot entrance. Trustee Lorenz expressed concern that this would take prime parking away from patrons without electric vehicles, Trustee Sisler agreed. All trustees came to a consensus that they would prefer to have the charging stations in spaces further from the building. Executive Director Fyolek will follow up with the City to request an updated proposal. The motion was amended to include board approval of the completed project proposal.

It was moved by Mary Fisher to amend the approved motion, and Charles Ebann seconded the amendment to approve the City of Crystal Lake installing 1 to 2 electric vehicle charging stations in the library parking lot pending board approval of completed project proposal.

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

XI. Board Discussion

Executive Director Fyolek informed library trustees of the mandatory requirement to complete harassment prevention training before the end of the year.

Trustee Stump, accompanied by his grandson, attended a reading of the books "Creepy Carrots!" and "Creepy Crayon!" by the author Aaron Reynolds at Barnes and Noble. Trustee Stump also shared a story that was featured on ABC7 about an overdue book checked out in 1933, which was recently returned to a library in New York after nearly 90 years.

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 September 2023 were included in the packet.

Executive Director Fyolek updated the board on the arrest of a Skokie man who has been charged with making multiple bomb threats in the north suburbs. Currently, it remains unclear whether he was connected to the threats received by CLPL. CLPL is currently in the process of updating its bomb threat procedure.

Trustee Waxler raised a question regarding the status of the chat service, and Executive Director Fyolek clarified that is not yet accessible to the public.

Trustee Lorenz expressed satisfaction with the increase in the number of cardholders from the previous year. This improvement may be attributed to Circulation staff members attending outreach events, alongside Adult and Youth Services, to assist patrons in signing up for library cards.

Trustee Ebann requested an update on the ticket sales for the Clay Jenkinson event in partnership with the Raue Center for the Arts. Executive Director Fyolek informed him that a total of 235 tickets had been sold.

Trustee Drew inquired about the transition to Microsoft 365. Executive Director Fyolek informed her that the transition was seamless, with no significant issues.

XIII. Adjournment

It was moved by James Becker and seconded by Charles Ebann to adjourn the meeting at 7:57 p.m.

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

Mary Fisher, Secretary