

Crystal Lake Public Library Board of Trustees
Regular Meeting Minutes
November 15, 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; 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 & Automation Services; Dawn Dvorak, Head of Youth Services.

Guests: Wes Levy and Evan Stahlman from Lauterbach and Amen via Zoom

III. Public Comment: None

IV. Board Development:

Evan Stahlman from Lauterbach and Amen gave a concise and helpful overview for comprehending the new financial report format.

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

It was moved by Cary Waxler and seconded by Charles Ebann to approve the minutes of the regular meeting of October 18, 2023, as presented and to include the correction under Board Action, section A. Snow Removal Contract for the 2023/2034 Winter Season changing "Tokin" to "Tonkin" to rectify a typographical error.

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, November 1, 2023

VII. **Financial Reports:** It was moved by Charles Stump and seconded by Charles Ebann to approve the FY 23/24 Financial Report as of October 31, 2023.

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

VIII. **Approval of Disbursements:** It was moved by Mary Fisher and seconded by Charles Ebann to approve the Regular Disbursements in the amount of \$374,362.96, as follows:

FUND	
OPERATING	124,779.84
	208,886.10 (1)
IMRF/FICA	33,899.71 (2)
CONSTRUCTION & REPAIR	6,797.31
GRAND TOTAL	374,362.96

(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 October 18, 2023, Board meeting, including:

- A thank you note from local author Andrea Beaty: “Libraries are the keepers of the keys! Thank you for all that you do. It has never mattered more!”

Trustee Stump expressed gratitude for the social media posts commemorating the library’s 110th anniversary.

President Weller conveyed his appreciation for the cover of our Beacon newsletter, which commemorates the library’s 110th anniversary.

X. Board Action:

A. FY 23/24 – Revised Appropriation

It was moved by Cary Waxler and seconded by Charles Ebann to approve Resolution No 2324-9, (FY 23/24 Revised Budget Resolution and Tax Levy) that amends Library Resolution No. 2324-8 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

B. Personnel Policy Revisions

It was moved by William Weller and seconded by Charles Ebann to approve the revised Personnel Policy as recommended by the Committee of the Whole.

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

President Weller drew attention to the following details:

- On page 42, under section R. Leave Without Pay section, it was observed that it reads “Library Director” instead of “Executive Director.”
- On page 43, there was an inquiry regarding the existence of the Library’s Written Dress Code Guidelines.
- On page 59, there was an inquiry about section C. Reporting of Convictions.

C. Educational Assistance Request

It was moved by Cary Waxler and seconded by Rebecca Sisler to approve the request for tuition reimbursement from Marla Spaargaren and reimburse 50% of one three credit course at SJSU for the summer 2023 semester for a total of \$711.00.

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

D. Library Open Friday 7/5 (First Friday)

It was moved by Rebecca Sisler and seconded by Stacey Lorenz to approve the updated 2024 scheduled library closings for the Crystal Lake Public Library.

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

XI. Board Discussion

Trustee Stump reported that he attended the 2023 ILA Annual Conference in Springfield, IL. During the event, he had the pleasure of connecting with fellow trustees and participating in various enlightening seminars. Trustee Stump also had the opportunity to express gratitude to our strategic planner, Amanda Standerfer. Trustee Stump found the lunch break to be a valuable networking opportunity conversing with representatives from Barrington Area

Library and Glen Ellyn Public Library. Trustee Stump raised concerns with a fellow trustee from the Glen Ellyn Public Library regarding the placement of electrical car charging stations near the library's entrance, receiving reassurance that it posed no issues at their library. Additionally, he spoke with representatives from Lauterbach and Amen, CLPL's accounting firm, at the exhibit hall.

Trustee Stump shared with the Library Board that Illinois State Representative Suzanne Ness is scheduled to be at CLPL on November 27 from 6:30 pm to 7:30 pm. Additionally, Trustee Stump and Executive Director Fyolek will be attending the upcoming 2023 Legislative Meet-ups.

Trustee Stump mentioned that he will continue his role as the mystery reader for his grandson's class at Indian Prairie Elementary. President Weller also shared that he recently served as a guest reader for his grandson's kindergarten class at an Elmhurst elementary school.

Trustee Drew informed the Library Board that she attended the City Council meeting accompanied by one of the library's pages. They presented the Winter Reading Program and highlighted the library's 110th anniversary. Additionally, Trustee Drew shared that author Patty Cisneros Prevo would generously donate both a regular copy and a braille copy of her book "Tenacious: Fifteen Adventures Alongside Disabled Athletes" to CLPL.

- 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 October 2023 were included in the packet.

Executive Director Fyolek informed the Library Board of the efforts to improve the clarity of presented information. She highlighted that Head of Technical and Automation Services, Penny Ramirez, actively participated in workshops to master effective data presentation methods. Penny introduced a new format for the monthly statistics that facilitates a clearer interpretation of data.

XIII. Adjournment

It was moved by James Becker and seconded by Charles Stump to adjourn the meeting at 7:48 p.m.

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

Mary Fisher, Secretary