

Crystal Lake Public Library Board of Trustees
Regular Meeting Minutes
December 13, 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, Mary Fisher, Stacey Lorenz, Rebecca Sisler, Charles Stump, Cary Waxler, William Weller.

Absent: Charles Ebann

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; Dawn Dvorak, Head of Youth Services.

III. Public Comment: None

IV. Board Development:

Dawn Dvorak, Head of Youth Services, presented the 2023/2024 Winter Reading Program, Light Up the Night and Read. The program runs from December 1 to January 31, and is open to CLPL cardholders from birth to 8th grade, as well as children (and their siblings) attending Crystal Lake schools. The Youth Services team visited all nine elementary schools to promote the program. Registration is required. As of today, 380 children have registered and 26 have already completed the program.

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

It was moved by Charles Stump and seconded by Cary Waxler to approve the minutes of the regular meeting of November 15, 2023, as presented.

Voice Vote: Aye-8; Nay- 0; Absent-1; 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, December 6, 2023

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

In Section 3-1, Trustee Lorenz sought clarification regarding the remaining budget percentages in the Operating Fund. Executive Director Fyolek and Business Manager Amherdt provided clarification.

In Section 3-4, Trustee Lorenz sought clarification on the 100% remaining budget for community relation expenses under the Gift and Memorial section. Executive Director Fyolek and Business Manager Amherdt provided the needed clarification.

Executive Director Fyolek thanked the library board for their valuable feedback. She emphasized that the current financial report and bill listing serve as a starting point, highlighting Lauterbach's openness to feedback and willingness to make modifications as needed for an improved and more user-friendly report.

Trustee Drew raised the following questions regarding specific sections of the bill listing:

- Section 4-1, line item 01-711040 Legal & Audit Fees: Seeking clarification on whether this was a one-time fee for the Fiscal Year 22/23 Annual Financial Audit, Executive Director Fyolek confirmed that indeed, it was a one-time charge.
- Section 4-2, line item 01-736100 Equipment Maint-Operations: Inquiring about the presence of two Stratus Communications charges, Executive Director Fyolek explained that one charge was associated with the monthly IT support plan, while the other covered additional support, such as special projects not included in the regular monthly IT support.
- Section 4-3, line item 01-754000 Cleaning & Building Supplies: Inquiring about the ABC WildLife charge for squirrel removal, Executive Director Fyolek explained that this expense was related to the property used as storage by the library.
- Section 4-4, line item 01-775000 Program-Adult: Inquiring about a cutoff section of the Discover IMAGESTUFF.COM 2024 Library Lovers Expedition charge, Executive Director Fyolek acknowledged the cutoff information and explained that the charge pertained to the upcoming Library Lovers Expedition program. She further clarified that both Adult Services and Youth Services were sharing the expenses.
- Section 4-5: In response to Trustee Drew's question regarding the M1 and M2 notes at the end of transaction descriptions, Business Manager Amherdt clarified that these annotations were exclusively for the reference of our business office assistant. It was also noted that M2 specifically referred to materials acquired through Baker and Taylor.

In section 4-2, line item 01-736300 Equipment Main-Building, Trustee Weller noted that CLPL incurs a \$30.00 fee for dumbwaiter maintenance services provided by Otis Elevator.

In section 4-6, Trustee Becker raised inquiries regarding line item 02-813400 Maint& Mgmt-17 McHenry, specifically addressing the HVAC system repairs, and line item 02-813500 Maint & Mgmt-91 Crystal Lk Ave, specifically concerning the plumbing repairs. Assistant Director Migaldi provided the necessary details.

Voice Vote: Aye-8; Nay- 0; Absent-1; Abstain- 0; Motion Passed

VIII. Approval of Disbursements: It was moved by Charles Stump and seconded by Cary Waxler to approve the Regular Disbursements in the amount of \$336,774.12, as follows:

<u>FUND</u>	
OPERATING	91,378.15
	209,021.12 (1)
IMRF/FICA	34,222.13 (2)
CONSTRUCTION & REPAIR	2,059.41
GIFT & MEMORIAL	93.31
GRAND TOTAL	336,774.12

(1) Operating Total

(2) IMRF/FICA

ROLL CALL:

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

Absent: Chuck Ebann

Nay: None

Abstain: None

Motion Passed

IX. Communications:

Executive Director Fyolek shared with the Library Board news and communications received since the November 15, 2023, Board meeting, including:

- A Northwest Herald article titled “Crystal Lake Public Library celebrates 110th year, considers how it will evolve in the future.”
- A thank you note from Canterbury Elementary School in appreciation for the continued partnership with CLPL.

X. Board Action:

A. Collection Development Policy

It was moved by Charles Stump and seconded by William Weller to approve the revised Collection Development Policy.

Trustee Becker voiced concerns about section VI. Criteria for Selection of the Collection Development Policy, particularly the last paragraph:

The library does not limit access to materials. Responsibility for children’s choices rests with their parents or guardians. The adult collections will not be limited by the possibility that materials may fall into the hands of children.

Trustee Becker is particularly concerned about the possibility of inappropriate materials reaching children. In response, Executive Director Fyolek clarified that any library card allows access to any library item, and the availability of self-checks makes it challenging to monitor items being checked out. She also emphasizes that items checked out by children are ultimately at the discretion of the caregiver, and that staff is always happy to assist in selecting age-appropriate materials for the child. Additionally, there is a Request for Reconsideration of Materials form available to patrons who wish to express concerns about specific items. This does not constitute a book ban, but rather an opportunity for the community to provide the library with any feedback on the collection.

Voice Vote: Aye-8; Nay- 0; Absent-1; Abstain- 0; Motion Passed

B. Per Capita Grant Application – FY24 – approve

It was moved by Rebecca Sisler and seconded by Stacy Lorenz to approve the FY2324 Per Capita Grant application and authorize the Executive Director to submit the required documents.

Voice Vote: Aye-8; Nay- 0; Absent-1; Abstain- 0; Motion Passed

C. Pay Ranges adjustment as of 12/24/23 – approve

It was moved by William Weller and seconded by Charles Stump to approve the proposed adjustments for the Classification and Pay Ranges effective 12/24/2023.

Trustee Becker raised the question of why pay range adjustments couldn’t start on January 1, 2024. Executive Director Fyolek clarified that the initiation is tied to the beginning of the pay period that started on December 24, 2023, and extends into the new year.

Voice Vote: Aye-8; Nay- 0; Absent-1; Abstain- 0; Motion Passed

D. FY 22/23 Audit

The library is audited as a component unit of the City of Crystal Lake. Excerpts from the fiscal year 22/23 City audit were distributed to all library trustees on Friday, December 1. The Board received, thoroughly discussed, and comprehensively reviewed the audit report for FY 22/23.

Trustee Becker expressed concern regarding the audit report, highlighting that he felt there were some unexplained adjustments and that it was overly concise. He emphasized the importance of staff being well informed and equipped with clear understanding, especially given concerns raised within the audit regarding financial shifts without accompanying explanations.

E. Adjustment to 2024 Board Meeting Schedule

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

Executive Director Fyolek suggested shifting the Committee of the Whole meeting from January 3 to January 10. She also emphasized that the Special Budget meeting on January 24 is unnecessary, as the budget will now be thoroughly reviewed during the rescheduled Committee of the Whole meeting. Consequently, the January 24 Special Budget meeting was cancelled.

Voice Vote: Aye-8; Nay- 0; Absent-1; Abstain- 0; Motion Passed

XI. Board Discussion

A photo of Trustee Stump and his grandson was included in the board packet. Trustee stump continues to share his love for reading at Indian Prairie Elementary School, by reading favorite books with his grandson's class. He has committed to participating in additional reading sessions at the school.

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 November 2023 were included in the packet.

Trustee Drew inquired on the profits generated from the Clay Jenkinson performance at the Raue Center for the Arts event in October. Executive Director Fyolek informed her that the total earnings amounted to \$8,375.36, with \$4,187.68 directed towards the Library Foundation.

Trustee Sisler inquired on the status of the monitors and CPUs that were recently ordered for the computer lab. Executive Director Fyolek gave her a brief update.

Trustee Waxler expressed delight at Youth Services Librarian Sofia's attendance at the international book fair in Guadalajara, Mexico. CLPL's ongoing commitment to curating a diverse collection is commendable, contributing to the library's excellence in providing a broad and varied range of literature.

Trustee Weller expressed satisfaction with the growing utilization of CLPL's passport and notarizing services. He also acknowledged the refreshed appearance of the statistical report, while pointing out that it's somewhat challenging to make comparisons to previous years. Trustee Drew emphasized the need for actual numbers for the Circulation-Physical Materials section rather than just percentages, as concrete figures would provide valuable information.

XIII. Adjournment

It was moved by James Becker and seconded by Charles Stump to adjourn the meeting at 8:00 p.m.

Voice Vote: Aye-8; Nay- 0; Absent-1; Abstain- 0; Motion Passed.

Mary Fisher, Secretary