

Crystal Lake Public Library Board of Trustees
Regular Meeting Minutes
January 17, 2024, 7:00 p.m.
Crystal Lake Public Library, Program 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 7:01 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

Public: Jim Asherton, Martha Mitchell, Wayne Mitchell.

Staff Present: Becky Fyolek, Executive Director; Karen Migaldi, Assistant Director; Veronica Morales, Recording Secretary; Kriste Amherdt, Business Manager; Nancy Weber, Head of Adult Services; Julie Gibson, Head of Circulation Services; Penny Ramirez, Head of IT and Technical Services; Dawn Dvorak, Head of Youth Services.

III. Public Comment:

- Jim Asherton, former computer technician at CLPL, acknowledged his recent termination and wrongdoing on his part. He requested reinstatement and has put forward suspension as a potential resolution to address the circumstances leading to his termination.
- Martha Mitchell, a retired librarian with 26 years of dedicated service at Algonquin Area Public Library, strongly recommended pursuing a referendum for a new library building as a prudent alternative to further investing in the upkeep of the current aging facility. She conveyed her confidence that the mayor will actively support this advocacy.

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

It was moved by Bonita Drew and seconded by Charles Ebann to approve the minutes of the regular meeting of December 13, 2023, as presented.

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

V. Committee and Board Member Reports:

No Board committee minutes were included in the packet.

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

Trustee Stump expressed satisfaction with the impressive interest rates and extended commendations to Business Manager Kriste Amherdt.

Trustee Lorenz raised a question regarding the treats provided for kids and dogs at the drive-up window. In response, Executive Director Fyolek stated that CLPL hands out Dum-Dums lollipops for children and dog treats for dogs at the drive-up window.

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

VII. Approval of Disbursements: It was moved by Cary Waxler and seconded by Charles Ebann to approve the Regular Disbursements in the amount of \$551,225.57, as follows:

<u>FUND</u>	
OPERATING	176,407.71
	318,116.37 (1)
IMRF/FICA	52,488.25 (2)
CONSTRUCTION & REPAIR	2,293.35
GIFT & MEMORIAL	1,919.89
GRAND TOTAL	551,225.57

(1) Operating Total

(2) IMRF/FICA

Executive Director Fyolek explained that the increased regular disbursements in December were attributed to three payrolls during that month.

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

VIII. Communications:

No news or communications have been received since the December 13, 2023 Board meeting. Executive Director Fyolek encouraged Board members to review Facebook comments related to the recent pipe burst incident at CLPL.

Trustee Sisler reported that the Library Foundation generated \$4,187.68 in profits from the Clay Jenkinson performance at the Raue Center for the Arts in October and that the Library

Foundation recently received a trust amounting to \$47,500. Additionally, she shared that Foundation President Terri Reece is encouraging staff and Board members to start brainstorming ideas for the optimal utilization of these funds.

One suggestion was to allocate the money towards an electronic sign, but it was noted that electronic messaging systems are prohibited under city ordinance. Another proposal involved considering a van, prompting concerns about maintenance and storage. The possibility of seeking assistance from the City of Crystal Lake for these aspects was discussed. Trustee Becker raised the question of leasing a van versus purchasing, and Executive Director Fyolek affirmed that leasing was indeed a viable option.

IX. Board Action:

A. Proposal from Restoration 1 – Water Damage

It was moved by Cary Waxler and seconded by Rebecca Sisler to approve the proposal in the amount not to exceed \$163,000 from Restoration 1 to mitigate water damage.

Executive Director Fyolek provided the Board with an update on the condition of the library building following the burst pipe. Restoration 1 has projected the drying process in the affected areas to take up to 7 days. It is suspected that two sprinkler heads malfunctioned on Sunday night, potentially worsened by heating issues experienced over the weekend, leading to the pipe bursting. Currently, we are in the process of drying out the affected areas.

Trustee Waxler inquired about the impact of the burst pipes on technology. Executive Fyolek clarified that all technology, including the Automated Materials Handling (AMH) system, remained unaffected. Furthermore, Executive Director Fyolek assured the Board that the library materials were unharmed and intact despite the incident.

Assistant Director Migaldi briefed on floor drains, detailing two proposals from Hartwig Mechanical. Option 1 recommends using X-ray technology to assess drain functionality and replacement of drain underground, while Option 2 suggests a cost-effective alternative for drain reconfiguration above ground, aligning with practical considerations.

Executive Director Fyolek briefed the board, stating that she and Business Manager Amherdt are scheduled to meet with a LIRA adjuster tomorrow morning to gather additional information regarding the burst pipe insurance claim.

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. FY 2024b Budget

It was moved by Cary Waxler and seconded by Charles Ebann to approve the FY2024b Budget as presented.

Trustee Waxler hopes for a substantial reimbursement from the insurance company to cover most of the water damage expenses.

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. Appropriation Resolution FY 2024b – presentation, discussion, and approval

It was moved by Rebecca Sisler and seconded by Charles Stump to approve the Library Resolution No. 2324-10 – Annual Report, Budget Information, Determination of Amounts to be Levied for Library Purposes and Statement of Financial Requirements for Fiscal Year 2024b.

Executive Director Fyolek clarified that the Appropriation Resolution FY 2024b was revised to reflect the removal of bonds as requested by trustees and at the guidance of library legal counsel.

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. LIRA Renewal

It was moved by Rebecca Sisler and seconded by Bonita Drew to approve the 2024 LIRA renewal in the amount of \$36,322.18.

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. McHenry County Community Development Block Grant

It was moved by Rebecca Sisler and seconded by William Weller to affirm the library's application for the McHenry County Development Grant.

Executive Director Fyolek and Assistant Director Migaldi will present the application to the McHenry County Department of Planning and Development in March.

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

- X. Staff Reports:** Written reports from Adult Services, Circulation Services, IT/Technical Services, Public Relations and Development Staff, Youth Services, and the statistical report for December 2023 were included in the packet.

Executive Director Fyolek reported that, in response to the pipe incident, Julie Gibson, Head of Circulation Services, diligently made calls to reschedule passport appointments.

Trustees inquired about the current number of Students Access Cards issued through the IGA with District 47. In response, Dawn Dvorak, Head of Youth Services, reported that 524 cards have been issued to date. She also stated that 722 students within District 47 are eligible for Student Access Cards. Additional D47 students served by other area libraries are also eligible for Student Access Cards, however the exact number is unknown.

Executive Director Fyolek reported that, in response to the closure of the Ames Room due to water damage, library programs have been relocated wherever possible to ensure the continuation of many scheduled programs.

President Weller acknowledged James Asherton's termination and that the Library Board does not oversee management of library staff, they are responsible for hiring the Executive Director only and management of staff falls to that position.

President Weller expressed delight at Youth Services programs.

Trustee Stump expressed gratitude to the staff for their ongoing efforts and hard work in response to the pipe bursting incident.

Trustee Lorenz inquired about this year's Summer Reading Program theme. Head of Youth Services Dawn Dvorak responded that the theme for this year is "Dive into reading."

Executive Director Fyolek shared with the Board that the Library Lovers Expedition is scheduled from February 1 to March 31. This year, a total of 14 McHenry County libraries will be participating. CLPL will be offering mini golf in Youth Services and a Fun-Factory activity utilizing a gumball machine in Adult Services.

Trustee Lorenz asked about the timeline for receiving statistical comparisons. Head of IT and Automation Services, Penny Ramirez, informed her that they are provided quarterly.

Trustee Stump shared that he has written letters to State Representative Suzanne Ness and Senator Dewitte.

Additionally, Trustee Stump provided updates on his participation in the ILA Trustee Forum. Looking ahead, the 2024 Trustee Forum Spring Workshops are scheduled for March 2, April 6, and May 4. The March 2 topic is "The Power of an Accessible Library for All," the April workshop will feature Amanda Standerfer as the presenter, on "What's the Job? And What I wish I had known," and the topic for the May 4 workshop is yet to be determined.

Trustee Stump also highlighted the upcoming ILA Annual Conference in Peoria, set to take place from October 8-10, 2024, with Trustee Day scheduled for Thursday, October 10.

Furthermore, Trustee Stump commended Youth Services for their outstanding readers advisory, especially since he frequently serves as a guest reader at his grandson's elementary school. He expressed appreciation for the recommendation of the book "Don't Trust Cats."

XI. Adjournment

It was moved by Charles Ebann and seconded by Charles Stump to adjourn the meeting at 7:56 p.m.

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

Mary Fisher, Secretary