

**Crystal Lake Public Library Board of Trustees**  
**Regular Meeting Minutes**  
**February 21, 2024, 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, Charles Stump, Cary Waxler, William Weller.

**Absent:** Rebecca Sisler

**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 Technical & Automation Services; Dawn Dvorak, Head of Youth Services.

**III. Public Comment:** None

**IV. Board Development:**

Dawn Dvorak, Head of Youth Services, provided a progress report on the intergovernmental agreement signed with District 47 in the fall of 2022. Launched on August 1, 2023, the initiative aims to extend library services to D47 students living outside the City of Crystal Lake through a Student Access Card. To date, 550 Student Access Cards have been issued, with 101 of those students successfully completing the 2024 Winter Reading Program. Additionally, 27 Student Access Cardholders are registered for various programs. Each school has received School Access library cards, leading to 999 items checked out by D47 schools.

Additionally, it was highlighted that District 47 offers a van service dedicated to picking up D47 items inadvertently returned to CLPL on a weekly basis, as well as facilitating the return of CLPL items mistakenly brought to D47 schools.

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

**It was moved by Charles Ebann and seconded by James Becker to approve the minutes of the regular meeting of January 17, 2024, 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, February 7, 2024

**VII. Financial Reports: It was moved by Charles Stump and seconded by Charles Ebann to approve the FY 23/24 Financial Report as of January 31, 2024.**

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

**VIII. Approval of Disbursements: It was moved by Cary Waxler and seconded by Bonita Drew to approve the Regular Disbursements in the amount of \$528,388.47, as follows:**

<b><u>FUND</u></b>	
<b>OPERATING</b>	280,394.20
	208,703.97 <sup>(1)</sup>
<b>IMRF/FICA</b>	33,426.91 <sup>(2)</sup>
<b>CONSTRUCTION &amp; REPAIR</b>	5,803.40
<b>GIFT &amp; MEMORIAL</b>	59.99
<b>GRAND TOTAL</b>	<b>528,388.47</b>

(1) Operating Total

(2) IMRF/FICA

**ROLL CALL:**

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

**Absent: Rebecca Sisler**

**Nay: None**

**Abstain: None**

**Motion Passed**

**IX. Communications:**

Executive Director Fyolek shared with the Library Board news and communications received since the January 17, 2024, Board meeting, including:

- A Northwest Herald article published on Friday, February 2, 2024, titled “Skokie man charged with making false bomb threat to Crystal Lake library.”
- A thank you note from State Representative Suzanne Ness extending her gratitude to Executive Director Fyolek for providing a space for her mobile office hours event. Representative Ness also expressed appreciation to Head of Adult Services Nancy Weber’s hospitality towards her and her staff.

- A thank you note from the Kiwanis Foundation to Executive Director Fyolek for CLPL's support at the Kiwanis Freeze Fest and Kiwanis Foundation. Special recognition to Youth Services staff Seanine Brady and Jamie Klinefelter for their exceptional engagement with children and community members. Their dedication and support were greatly appreciated.
- A Certificate of appreciation from the Kiwanis Foundation, presented to the Crystal Lake Public Library in grateful appreciation of its support to the community and the welfare of others.
- Email correspondence between Adult Services LTA Marcia Tillman, New York Public Library staff and CLPL patron, addressing the patron's request for a crossword puzzle published in a 1952 newspaper. Our dedicated staff member collaborated with the New York Public Library to obtain the requested crossword puzzle, going above and beyond by also obtaining the answers published in the subsequent issue.

**X. Board Action:**

**A. Educational Assistance Request**

**It was moved by Charles Stump and seconded by Charles Ebann to approve the request for tuition reimbursement from Kathryn Meyers and Nicole Black and reimburse 50% of one three credit course per semester pending a grade B or better, up to a maximum of \$1,020 per semester, upon completion of the course and submission of required paperwork.**

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

**B. 2024 Communications Plan**

**It was moved by Mary Fisher and seconded by Charles Stump to approve the 2024 Communications Plan.**

The Board recognized that the marketing goals and objectives for the 2024 Communications Plan are to implement the goals outlined in the 2023-2026 Strategic Plan, promote the library in the community raising awareness of the library's services and resources, and creating a new logo and brand identity for CLPL.

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

**C. Landscape Maintenance Contract for 2024**

**It was moved by William Weller and seconded by Charles Ebann to hire Countryside Industries, Inc. for the 2024 season for the per occurrence fees specified in the attached proposal.**

The mathematical error on page two of the Countryside Industries, Inc, Landscape Maintenance Contract for 2024, pertaining to the estimated occurrences and cost per occurrence for planting beds, has been rectified.

**ROLL CALL:**

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

**Absent: Rebecca Sisler**

**Nay: None**

**Abstain: None**

**Motion Passed**

**D. Shales McNutt – Sprinkler Pipe Repairs Contract**

**It was moved by Cary Waxler and seconded by Charles Ebann to approve the contract in the amount not to exceed \$45,000 from Shales McNutt to repair water damaged areas of the library building.**

Trustee Becker inquired about the connection between this contract and the damage caused by the pipe burst in mid-January. Executive Director Fyolek confirmed that the contract is indeed linked to the incident and assured the Board that the damages are covered by insurance.

**ROLL CALL:**

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

**Absent: Rebecca Sisler**

**Nay: None**

**Abstain: None**

**Motion Passed**

**XI. Board Discussion**

Trustee Lorenz raised a question regarding why the City Newsletter does not feature CLPL, considering the library's integral role within the City of Crystal Lake.

Trustee Becker sought an update on the electronic sign's status, emphasizing the existing ordinance. Additionally, Trustee Becker proposed potential solutions to ensure the electronic sign's operation without causing disturbances to residents near the library. Executive Director Fyolek committed to following up with City staff to address these concerns.

Trustee Stump reported that both he and Trustee Sisler have registered and will be attending the Trustee Spring Forums.

President Weller inquired whether the Board deemed it necessary to convene an executive session to address concerns raised by Mr. Asherton during the public comment section at the January Board meeting. The Board reached a consensus in favor of President Weller and Chair of Personnel Trustee Stump meeting with Executive Director Fyolek after the Board meeting for further discussion.

- XII. Staff Reports:** Written reports from Executive Director, Adult Services, Circulation Services, IT/Technical Services, Public Relations, Youth Services, and statistical reports were included in the packet.

Trustee Stump expressed appreciation for CCS and is pleased to see a continuous growth in the number of patrons visiting the library.

Trustee Lorenz commended the inclusion of a statistics' executive summary.

Trustee Drew requested the inclusion of dates covered in the quarterly comparison within the executive summary of the statistics.

In response to a request for clarification regarding the self-directed participants in Youth Services, Dawn Dvorak, Head of Youth Services, specified that it pertains to the Creation Station.

**XIII. Adjournment**

**It was moved by James Becker and seconded by Charles Stump to adjourn the meeting at 7:41 p.m.**

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

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**Mary Fisher, Secretary**