

Crystal Lake Public Library Board of Trustees
Regular Meeting Minutes
March 20, 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 7:03 p.m.

II. Roll Call and declaration of quorum:

Present: James Becker, Charles Ebann, Mary Fisher, Stacey Lorenz, Rebecca Sisler, Charles Stump, Cary Waxler, William Weller.

Absent: Bonita Drew

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

III. Public Comment: Robert Gomberg, Library Foundation Board Member

IV. Board Development:

Business Librarian Janet Windeguth presented an overview of the services and assistance available to local businesses.

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

It was moved by Charles Stump and seconded by Charles Ebann to approve the minutes of the regular meeting of February 21, 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, March 6, 2024

Trustee Lorenz sought clarification regarding the social media post discussion on unserved library areas. Executive Director Fyolek clarified that the post pertained to a discussion within a Facebook group concerning individuals residing outside the city limits and their eligibility for a library card.

Trustee Waxler informed the Board that on March 11, Property Manager Rich Perillo provided Assistant Director Migaldi with an update on the outcome of the research concerning rent increases. He advised maintaining the current rates to avoid incurring additional costs associated with tenant turnover.

Trustee Sisler shared with the Board that the Library Foundation is hosting Clay Jenkinson once again on Friday, October 25 for another event in collaboration with with the Raue Center for the Arts.

VII. Financial Reports: It was moved by Cary Waxler and seconded by Charles Stump to approve the FY 23/24 Financial Report as of February 29, 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 Charles Ebann to approve the Regular Disbursements in the amount of \$369,311.21, as follows:

<u>FUND</u>	
OPERATING	136,534.07
	197,669.78 ⁽¹⁾
IMRF/FICA	32,648.30 ⁽²⁾
CONSTRUCTION & REPAIR	571.84
GIFT & MEMORIAL	1,887.22
GRAND TOTAL	369,311.21

(1) Operating Total

(2) IMRF/FICA

ROLL CALL:

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

Absent: Bonita Drew

Nay: None

Abstain: None

Motion Passed

IX. Communications:

Executive Director Fyolek shared with the Library Board news and communications received since the February 21, 2024, Board meeting, including:

- A thank you note from the Husmann Elementary PTO and staff extending their gratitude to Youth Services Librarian Ashlee Tominey for sharing her time and talents to make their first SEL Night a huge success.

- A letter from the office of Illinois State Senator Donald DeWitte addressed to Trustee Stump expressing gratitude for his engagement and dedication to the community.

X. Board Action:

A. 2024 Technology Plan

It was moved by William Weller and seconded by Charles Ebann to approve the Technology Plan covering FY 23/24, 2024b, and 2025.

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

B. Pay Ranges Adjustments as of 3/31/24

It was moved by Charles Stump and seconded by Charles Ebann to approve the proposed adjustments to the Classifications and Pay Ranges effective 3/31/2024.

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

C. FY 2024b Staff Increases

It was moved by Charles Stump and seconded by Charles Ebann to approve the recommendation to establish FY 2024b staff increases as follows: Does Not Meet = 0%; Meets = 3%/ More Than Meets = 3.5%; and Exceeds = 4%. Effective May 1, 2024 (beginning of the first full payroll in FY 2024b).

ROLL CALL:

Aye: Chuck Ebann, Mary Fisher, Stacey Lorenz, Rebecca Sisler, Charles Stump, Cary Waxler, William Weller.

Absent: Bonita Drew

Nay: James Becker

Abstain: None

Motion Passed

D. Policy Update

It was moved by Cary Waxler and seconded by Stacey Lorenz to approve the revised Hours of Operation, Bulletin Board, Display, and Public Literature Handouts Policies.

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

E. Contract Approval for Strategic Facility Plan from Engberg Anderson

It was moved by Cary Waxler and seconded by Charles Ebann to approve the contract not to exceed \$41,800.00 and to authorize the President of the Board of Library Trustees of the City of Crystal Lake to sign it.

Trustee Fisher emphasized that items from the 2019 Capital Maintenance Plan remain incomplete. She suggested allocating the funds towards addressing these outstanding items rather than initiating a new study.

Trustee Becker concurred with Trustee Fisher's perspective. He supported the idea of prioritizing the completion of tasks from the 2019 strategic plan over initiating a new study, given the current outstanding items.

Executive Director Fyolek explained that the purpose of developing a new strategic facility plan is to explore options that better serve our community's needs. This plan would assess the current state of the aging library building and propose a range of potential solutions.

Executive Director Fyolek emphasized Concept 2 – Repairs plus Service Improvements on page three of the agreement presented by Engberg Anderson. This concept incorporates elements from concept one as well as renewing the existing facility, demolition of residential structures and development of outdoor programming, recreation spaces, or parking to address community needs without constructing a new building. The goal is to create more usable space and enhance services.

President Weller acknowledged the trustees' concerns and stressed the importance of staying informed about the library building's condition, especially considering the changes brought by the 2020 pandemic. He emphasized the need for professionals to assess the building's current status to facilitate informed decision making.

It was moved by Cary Waxler and seconded by Rebecca Sisler to amend the motion and approve the contract not to exceed \$33,600.00 and to authorize the President of the Board of Library Trustees of the City of Crystal Lake to sign it.

ROLL CALL:

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

Absent: Bonita Drew

Nay: None

Abstain: None

Motion Passed

XI. Board Discussion

Trustee Stump reported that both he and Trustee Sisler have registered and will be attending the Trustee Spring Forums. One of the seminars is "Trustees: What's the Job and what I wished I had known?" Trustee Stump also mentioned his recent participation in a reading session at his grandson's elementary school.

Trustee Fisher enjoyed participating in the Library Lovers Expedition and reported a successful experience. Trustee Fisher encouraged other trustees to join the expedition if they hadn't already. Executive Director Fyolek shared that over 3,000 participants have already registered for the Library Lovers Expedition, with more signing up daily.

- 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 inquired whether patrons or staff had provided feedback on the new computer lab computers. Nancy Weber, Head of Adult Services, confirmed that both staff and patrons are enjoying them. Trustee Stump was also pleased to see the increase in door count.

- XIII. Executive Session for the purpose of discussing personnel [5 ILCS 120/2(c)(21)]**
It was moved by William Weller and seconded by Charles Ebann to go into executive session at 8:28 p.m. for the purposes of discussing personnel [5 ILCS 120/2(c)(21)].

ROLL CALL:

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

Absent: Bonita Drew

Nay: None

Abstain: None

Motion Passed

The Board returned to regular session at 8:37 p.m.

- XIV. Actions related to Executive Session discussions**
It was moved by William Weller and seconded by Charles Ebann to approve the release of the following Executive Session minutes and destruction of the recordings 18 months after the date of the recorded meeting: September 18, 2019; January 9, 2020; January 15, 2020; August 19, 2020; June 16, 2021; and March 15, 2022.

ROLL CALL:

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

Absent: Bonita Drew

Nay: None

Abstain: None

Motion Passed

XV. Adjournment

It was moved by James Becker and seconded by Charles Stump to adjourn the meeting at 8:39 p.m.

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

Mary Fisher, Secretary