

Crystal Lake Public Library Board of Trustees
Regular Meeting Minutes
April 17, 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, Rebecca Sisler, Charles Stump, Cary Waxler, William Weller.

Absent: Bonita Drew, Stacey Lorenz

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.

President Weller informed the Board that Trustee Drew and Trustee Lorenz were unable to attend the meeting for personal reasons.

III. Public Comment: None

IV. Board Development: Head of Circulation Services, Julie Gibson, provided an update on the volunteer program.

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

It was moved by Charles Stump and seconded by James Becker to approve the minutes of the regular meeting of March 20, 2024, as presented.

Voice Vote: Aye-7; Nay- 0; Absent-2; 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, April 3, 2024

Trustee Waxler briefed the Board on his attendance at last night's City Council meeting along with Assistant Director Migaldi. They were present to address any potential budget inquiries, particularly as we transition from fiscal year to calendar year. There were none.

Trustee Waxler shared with the Board that during the City Council meeting, deliberation was made on a business's request for an illuminated sign. This discussion directly pertains to efforts to modernize the existing library sign.

Trustee Sisler shared with the Board that the Library Foundation is once again hosting Clay Jenkinson in collaboration with the Raue Center for the Arts. Tickets for this event will be available for purchase starting in mid-May.

Executive Director Fyolek shared with the Board that the Library Foundation will be funding the seed library, an initiative outlined in our strategic plan, which will be located within the Adult Services department.

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

Voice Vote: Aye-7; Nay- 0; Absent-2; 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 \$384,625.14, as follows:

<u>FUND</u>	
OPERATING	152,699.96
	198,290.90 ⁽¹⁾
IMRF/FICA	32,752.99 ⁽²⁾
CONSTRUCTION & REPAIR	715.73
GIFT & MEMORIAL	165.56
GRAND TOTAL	384,625.14

(1) Operating Total

(2) IMRF/FICA

ROLL CALL:

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

Absent: Bonita Drew, Stacey Lorenz

Nay: None

Abstain: None

Motion Passed

IX. Communications:

Executive Director Fyolek shared with the Library Board news and communications received since the March 20, 2024, Board meeting, including:

- A photo of Trustee Stump with his grandson's elementary school class, where he frequently visits as a special guest to read stories.

X. Board Action:

A. Contract Approval for Strategic Facility Plan from Shales McNutt

It was moved by Cary Waxler and seconded by Charles Ebann to approve the Addendum to the library's existing contract with SMC Construction Services for a sum not to exceed \$8,500 and authorize the president of the board to sign it.

ROLL CALL:

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

Absent: Bonita Drew, Stacey Lorenz

Nay: None

Abstain: None

Motion Passed

B. Staff Anniversary Recognition

It was moved by Charles Stump and seconded by Charles Ebann to approve the award of additional vacation hours for staff celebrating milestone anniversary of 1 hour per year of service with a cap of 20 hours for all anniversaries 20 years and longer.

Voice Vote: Aye-7; Nay- 0; Absent-2; Abstain- 0; Motion Passed

XI. Board Discussion

Trustee Stump provided an update on the status of bill HB 4567, aimed at enhancing protection for library employees. Trustee Stump also mentioned that he kindly declined an invitation to join the RAILS Board and shared that the guest reading sessions at his grandson's elementary school have concluded for this school year.

Trustee Sisler inquired about the date for the Board retreat. Executive Director Fyolek mentioned that there are two tentative dates in September that could potentially work for all Trustees, but nothing has been confirmed yet.

Trustee Ebann informed the Board about an article in the Northwest Herald covering the Algonquin Eastgate Branch Library renovation project. Additionally, he shared insights from a Chicago Tribune article discussing new library laws and issues related to book bans.

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.

President Weller values the effort and information reflected in the monthly reports.

Trustee Stump enjoys seeing patrons having fun in the various library programs highlighted in the library's Facebook posts.

Trustee Becker inquired about item five in the executive director's monthly report regarding the phone system. Executive Director Fyolek explained that although the current phone system is still functional, it is no longer supported as of January of this year and is currently in the process of being replaced.

- XIII. Executive Session for the purpose of discussing personnel [5 ILCS 120/2(c)(1)]
It was moved by Cary Waxler and seconded by Mary Fisher to go into executive session at 7:47 p.m. for the purposes of discussing personnel [5 ILCS 120/2(c)(1)].**

ROLL CALL:

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

Absent: Bonita Drew, Stacey Lorenz

Nay: None

Abstain: None

Motion Passed

The Board returned to regular session at 7:55 p.m.

- XIV. Actions related to Executive Session discussions
It was moved by William Weller and seconded by Charles Stump to move to conclude the executive director's review as discussed in the executive session.**

Voice Vote: Aye-7; Nay- 0; Absent-2; Abstain- 0; Motion Passed.

Motion Passed

- XV. Adjournment
It was moved by James Becker and seconded by Charles Ebann to adjourn the meeting at 7:59 p.m.**

Voice Vote: Aye-7; Nay- 0; Absent-2; Abstain- 0; Motion Passed.

Mary Fisher, Secretary