

**Crystal Lake Public Library Board of Trustees**  
**Regular Meeting Minutes**  
**July 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 7:00 p.m.

**II. Oath of Office**

Trustee James Becker has been reappointed to the Crystal Lake Library Board of Trustees for a three-year term and has taken the oath of office.

**III. 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; Kriste Amherdt, Business Manager; Veronica Morales, Recording Secretary; Mari Swift, Head of Circulation Services; Penny Ramirez, Head of Technical Services; Dawn Dvorak, Head of Youth Services.

**Public:** Robert Gomberg, Library Foundation Board Member

**IV. Public Comment:** Robert Gomberg, a member of the Crystal Lake Library Foundation, expressed enthusiasm for CLPL's new seed library initiative. The Foundation has donated \$5,000 to help launch this project. Mr. Gomberg also updated the board on the Clay Jenkinson fundraiser in partnership with the Raue on October 25.

**V. Board Development:**

The Illinois Library Association Annual Conference will be held from October 8-10 at the Peoria Civic Center, in Peoria, IL. Trustee Day is scheduled for Thursday, October 10. Registration opens on Monday, July 22. Trustees planning to attend should notify the Executive Director to confirm their participation.

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

**It was moved by Bonita Drew and seconded by Stacey Lorenz to approve the minutes of the regular meeting of June 19, 2024, as presented.**

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

**VII. Committee and Board Member Reports:**

Minutes for the following Board committee meetings were included in the packet:

- Committee of the Whole, July 3, 2024

**VIII. Financial Reports: It was moved by Cary Waxler and seconded by Charles Stump to approve the FY 2024b Financial Report as of June 30, 2024.**

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

**IX. Approval of Disbursements: It was moved by Cary Waxler and seconded by William Weller to approve the Regular Disbursements in the amount of \$356,105.76, as follows:**

<b><u>FUND</u></b>		
<b>OPERATING</b>	104,558.78	
	209,943.15	(1)
<b>IMRF/FICA</b>	34,329.12	(2)
<b>CONSTRUCTION &amp; REPAIR</b>	554.72	
<b>SPECIAL RESERVE FUNDS</b>	6,477.50	
<b>GIFT &amp; MEMORIAL</b>	242.49	
<b>GRAND TOTAL</b>	<b>356,105.76</b>	

(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: Charles Ebann**

**Nay: None**

**Abstain: None**

**Motion Passed**

**X. Communications:**

Executive Director Fyolek shared with the Library Board news and communications received since the June 19, 2024, Board meeting, including:

- Letters from City Manager Eric T. Helm reappointing Trustees Becker, Ebann, and Sisler to the Library Board for a three-year term expiring June 30, 2027.
- A Facebook post highlighting Adult Services Library Technical Assistant Mary Robinson for her exceptional customer service.

- A “Saw you in the news...” note from State Representative Suzanne Ness mentioning seeing CLPL in the Northwest Herald article “Summer singalongs at Crystal Lake Park District,” which featured Youth Services staff Seanine Brady and Jamie Klinefelter.

**XI. Board Action:**

**A. Approve 2025 Calendars**

**1. Library Board Meetings**

It was moved by Charles Stump and seconded by Cary Waxler to approve the 2025 meeting dates for the Crystal Lake Public Library Board of Trustees per the attached schedule.

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

**2. Library Closings**

It was moved by Rebecca Sisler and seconded by Bonita Drew to approve the 2025 Scheduled Library Closings for the Crystal Lake Public Library.

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

**B. Staff Anniversary Recognition – Amendment**

It was moved by Charles Stump and seconded by Stacey Lorenz to approve the award of additional Personal Leave hours for staff celebrating milestone anniversaries of one hour per year of service with a cap of 20 hours for all anniversaries 20 years and longer.

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

**C. Election of 2024/2025 Officers**

It was moved by Mary Fisher and seconded by Bonita Drew to close the nominations and elect the Slate of Officers for 2024/2025 as presented by the Nominating Committee.

The Slate is:

President:	Cary Waxler
Vice-President:	Charles Stump
Treasurer:	Stacey Lorenz
Secretary:	Mary Fisher

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

**D. Revised Banking Resolution**

**It was moved by William Weller and seconded by Rebecca Sisler to approve the revised Library Resolution 2024-2 – Banking Resolution.**

**ROLL CALL:**

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

**Absent: Charles Ebann**

**Nay: None**

**Abstain: None**

**Motion Passed**

**XII. Board Discussion**

Trustee Drew informed the Board that Zuzu Sampson, the 9-year-old author of "Braille Boy," donated a copy of his book to CLPL.

Trustee Stump informed the Library Board that Senator Donald DeWitte will be hosting mobile office hours at CLPL from 10 am to noon on Tuesday, July 23. Trustee Stump plans to attend and discuss security concerns for library employees with him.

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

Executive Director Fyolek introduced Mari Swift as the New Head of Circulation Services.

Trustee Drew shared a success story about the passport services offered at CLPL, highlighting the excellent customer service provided by Circulation staff.

Trustee Stump praised Adult Services Librarian Pat Tetzlaff for her outstanding customer service when obtaining seed packets from the new seed library.

Trustees Waxler and Lorenz commended Marketing Manager Stephanie Price for her outstanding work on the Independence Day parade float, which earned the library second place.

President Weller praised Marketing Manager Stephanie Price for her continued excellent work on the Beacon newsletter.

Trustee Sisler expressed satisfaction upon reviewing the student access cards statistics. Executive Director Fyolek then informed the Board that the student access cards for eighth graders would expire at the end of the summer and cannot be renewed due to the absence of an Inter-Governmental Agreement (IGA) with Community High School District 155.

Trustee Lorenz inquired about the possibility of D155 considering an IGA to provide high school students with a student access card. Executive Director Fyolek clarified that, at present, D155 has not expressed interest in pursuing such an agreement.

**XIV. Adjournment**

**It was moved by William Weller and seconded by James Becker to adjourn the meeting at 7:32 p.m.**

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

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**Mary Fisher, Secretary**