

**Crystal Lake Public Library Board of Trustees**  
**Regular Meeting Minutes**  
**August 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 Cary Waxler at 7:00 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

**Staff Present:** Becky Fyolek, Executive Director; Karen Migaldi, Assistant Director; Veronica Morales, Recording Secretary; Stephanie Price, Marketing Manager; Nancy Weber, Head of Adult Services; Dawn Dvorak, Head of Youth Services.

**III. Public Comment:** None

**IV. Board Development:**

Nancy Weber, Head of Adult Services, provided an update on the new interlibrary loan service, Find More Illinois, that went live on Monday, August 12, 2024.

**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 July 17, 2024, as presented.**

**Voice Vote: Aye-9; Nay- 0; Absent-0; 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, August 7, 2024

**VII. Financial Reports: It was moved by Stacey Lorenz and seconded by Charles Ebann to approve the FY 2024b Financial Report as of July 31, 2024.**

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

**VIII. Approval of Disbursements: It was moved by Stacey Lorenz and seconded by Charles Ebann to approve the Regular Disbursements in the amount of \$397,540.51, as follows:**

<b>FUND</b>		
<b>OPERATING</b>	113,610.49	
	211,891.20	(1)
<b>Credit Card Rewards     and Patron Refunds</b>	183.90	
<b>IMRF/FICA</b>	34,980.83	(2)
<b>CONSTRUCTION &amp; REPAIR</b>	25,483.98	
<b>SPECIAL RESERVE FUNDS</b>	11,210.00	
<b>GIFT &amp; MEMORIAL</b>	180.11	
<b>GRAND TOTAL</b>	<b>397,540.51</b>	

(1) Operating Total

(2) IMRF/FICA

**ROLL CALL:**

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

**Absent: None**

**Nay: None**

**Abstain: None**

**Motion Passed**

**IX. Communications:**

Executive Director Fyolek shared with the Library Board news and communications received since the July 17, 2024, Board meeting.

**X. Board Action:**

**A. Committee Appointments 24/25**

**B. Property Manager – Award Contract**

**It was moved by Rebecca Sisler and seconded by Charles Ebann to approve the contract with Perillo Real Estate Group for the sum of \$14,230 and to authorize the President of the Board of the Library Trustees of the City of Crystal Lake to sign it.**

**ROLL CALL:**

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

**Absent: None**

**Nay: None**

**Abstain: None**

**Motion Passed**

**C. Circulation Policy Revision**

**It was moved by Rebecca Sisler and seconded by Charles Ebann to approve the revised Circulation Policy.**

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

The Cary Area Public Library District sent a letter to the Crystal Lake Public Library Board of Trustees confirming the new non-resident boundaries. Trustee Fisher requested a response letter be sent to the Cary Area Public Library District. Executive Director Fyolek will prepare and send the letter.

**XI. Board Discussion**

Trustee Sisler informed the Board that the Library Foundation met last Tuesday to discuss the upcoming event on October 25, featuring Clay Jenkinson as J. Robert Oppenheimer. Executive Director Fyolek informed the Board that the Library Foundation received a donation from a trust, designated for upgrading the AV systems in the Ames Room and Program Room.

Trustee Stump reported that he attended the Library Trustee Forum meeting on August 13. He also reminded the trustees of the ILA 2024 Annual Convention, taking place from October 8-10, with Trustee Day on October 10. Additionally, Trustee Stump informed the Board about the upcoming legislative meet-ups: one in Northbrook on December 4 and another in DeKalb on December 10.

Trustee Stump shared that he attended the CLPL Principals Read program on August 14, where the principal and assistant principal of Indian Prairie Elementary read *Duck! Rabbit!* He especially enjoyed the event, as his grandson is a student at the school.

Trustee Drew inquired about early voting in October and requested confirmation for the Trustee retreat on Saturday, September 14. Executive Director Fyolek confirmed the details for both early voting and the retreat.

Executive Director updated the Board on her meeting with Kathryn Cowlin, Director of Community Development, regarding an electronic sign for the library. The Board will discuss further at the upcoming Committee of the Whole meeting.

**XII. 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.

Trustee Lorenz requested clarification on website accessibility from the executive director's report. Executive Director Fyolek explained that our website is being reviewed for ADA accessibility standards.

Trustee Weller inquired about the phone system project. Executive Director Fyolek provided an update.

Executive Director Fyolek shared that the 1000 Books Before Kindergarten Graduation event took place on Saturday, celebrating 23 graduates this year.

Executive Director Fyolek reported that the final numbers for the 2024 Summer Reading Program, "Dive Into Reading," have been compiled. Nancy Weber, Head of Adult Services, presented the final statistics.

**XIII. Adjournment**

**It was moved by James Becker and seconded by Charles Ebann to adjourn the meeting at 7:57 p.m.**

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

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**Mary Fisher, Secretary**