

Crystal Lake Public Library Board of Trustees
Regular Meeting Minutes
September 18, 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 7:01 p.m.

II. 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; Karen Migaldi, Assistant Director; Veronica Morales, Recording Secretary; Kriste Amherdt, Business Manager; Stephanie Price, Marketing Manager; Mari Swift, Head of Circulation; Penny Ramirez, Head of Technical Services; Dawn Dvorak, Head of Youth Services; Julie Zukowski, Assistant Head of Adult Services.

III. Public Comment: None

IV. Board Development:

Julie Zukowski, Assistant Head of Adult Services, provided an update on the new statewide database offerings from EBSCO.

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

It was moved by Rebecca Sisler and seconded by James Becker to approve the minutes of the regular meeting of August 21, 2024, as amended, including the correction in the Staff Reports section to remove the extra 's' from Trustee Weller's name.

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, September 4, 2024

Trustee Sisler reminded the Board about the upcoming event on October 25, featuring Clay Jenkinson as J. Robert Oppenheimer at the Raue Center for the Arts.

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

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

VIII. **Approval of Disbursements:** It was moved by Stacey Lorenz and seconded by William Weller to approve the Regular Disbursements in the amount of \$403,943.46, as follows:

<u>FUND</u>	
OPERATING	150,330.09
	207,157.68 ⁽¹⁾
Credit Card Rewards and Patron Refunds	169.59
IMRF/FICA	33,689.22 ⁽²⁾
CONSTRUCTION & REPAIR	6,300.94
	1,095.00
SPECIAL RESERVE FUNDS	4,951.48
GIFT & MEMORIAL	249.46
GRAND TOTAL	403,943.46

(1) Operating Total

(2) IMRF/FICA

Trustees conducted a comprehensive review and discussion of the regular disbursements.

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

IX. Communications:

Executive Director Fyolek shared with the Library Board news and communications received since the August 21, 2024, Board meeting.

Trustees sought clarification on the details regarding early voting at the library.

X. Board Action:

A. Temporary Suspension of the Crystal Lake Public Library Board of Trustees Bylaws Article V: Section 1

It was moved by James Becker and seconded by William Weller to temporarily suspend Crystal Lake Public Library Board of Library Trustees Bylaws Articles V: Second 1 Standing Committees for a period of six months in favor of Article V: Section 1 Committee of the Whole.

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

B. Resolution to Abolish Working Cash

It was moved by Rebecca Sisler and seconded by Bonita Drew to approve Library Resolution No. 2024-3.

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

C. Cleaning Contract – Contract Award

It was moved by Mary Fisher and seconded by Stacy Lorenz to approve the Cleaning Services Contract with U.S. Services Systems for the sum of \$64,822.68 for the period of October 1, 2024 – September 30, 2025 and to authorize the President of the Board of Library Trustees of the City of Crystal Lake to sign the contract.

Trustee Becker requested it be reflected in the minutes that the lowest proposal was not considered due to negative references.

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

Absent: Charles Ebann

Nay: James Becker

Abstain: None

Motion Passed

D. Retaining Wall Replacement – Contract Award

It was moved by Charles Stump and seconded by Stacy Lorenz to accept the base bid from Balanced Environments, Inc. for the Retaining Wall Replacement for the sum of \$33,446.00 as well as Alternate two to saw cut the concrete and install pavers at the corner for the sum of \$3,821.00 and to authorize the President of the Board of the Library Trustees of the City of Crystal Lake to Sign the proposal.

Balanced Environments, Inc. was the lowest qualified bidder for the Retaining Wall Replacement contract who included Alternate 2.

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

XI. Board Discussion

Trustee Stump notified the Board that registration is now opened for the upcoming legislative meet-ups: one scheduled for December 4 in Northbrook and another on December 10 in DeKalb.

Trustee Waxler informed the Board of his plans to visit the Lincoln Library in Springfield.

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.

Trustees recognized the outstanding work of the staff and praised the diverse range of services and programs available for all age groups.

XIII. Adjournment

It was moved by James Becker and seconded by William Weller to adjourn the meeting at 7:48 p.m.

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

Mary Fisher, Secretary