

Crystal Lake Public Library Board of Trustees
Regular Meeting Minutes
October 16, 2024, 7:00 p.m.
Crystal Lake Public Library, Program 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; Kriste Amherdt, Business Manager; Stephanie Price, Marketing Manager; Nancy Weber, Head of Adult Services; Mari Swift, Head of Circulation; Penny Ramirez, Head of Technical Services; Dawn Dvorak, Head of Youth Services.

III. Public Comment: None

IV. Board Development:

Trustees Stump and Lorenz attended the annual Illinois Library Association conference in Peoria and provided an update.

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

It was moved by James Becker and seconded by Charles Ebann to approve the minutes of the regular meeting of September 18, 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, October 2, 2024

Trustee Sisler attended the city council meeting on Tuesday, October 15, where she announced that the library will now serve as a new location for early voting, beginning on Monday, October 21.

Trustee Waxler reported the completion of the Beacon Retaining Wall project. He also noted that an Accolade Elm tree has been planted in the parking lot to replace the one lost

during a windstorm last spring. He expressed gratitude to the library maintenance staff and Trustee Becker for their hard work.

VII. Financial Reports: It was moved by Rebecca Sisler and seconded by Stacey Lorenz to approve the FY 2024b Financial Report as of September 30, 2024.

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

VIII. Approval of Disbursements: It was moved by Charles Stump and seconded by Charles Ebann to approve the Regular Disbursements in the amount of \$492,124.59, as follows:

<u>FUND</u>	
OPERATING	94,500.36
	320,144.05 ⁽¹⁾
Credit Card Rewards and Patron Refunds	76.80
IMRF/FICA	52,954.32 ⁽²⁾
CONSTRUCTION & REPAIR	2,514.25
SPECIAL RESERVE FUNDS	20,245.32
GIFT & MEMORIAL	1,689.49
GRAND TOTAL	492,124.59

(1) Operating Total

(2) IMRF/FICA

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

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 September 18, 2024, Board meeting.

X. Board Action:

A. 2025 Working Budget

It was moved by Stacey Lorenz and seconded by Charles Ebann to approve the 2025 Working Budget as amended.

Executive Director Fyolek informed the Board that \$15,000 of Ames funds will need to move from line item 7900 to line item 9620 for the Library of Things.

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

B. 2025 Appropriation Resolution

It was moved by Charles Ebann and seconded by Stacey Lorenz to approve the Library Resolution No. 2024-4 Annual Report, Budget Information, Determination of Amounts to be Levied for Library Purposes and Statement of Financial Requirements for Fiscal Year 2025.

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. Snow Removal Contract for the 2024/2025 Winter Season

It was moved by Bonita Drew and seconded by Rebecca Sisler to approve contracting with Tonkin Landscape, Inc. for the snow removal services for the 2024/2025 winter season as outlined in the proposals and authorize the President of the Board of Library Trustees of the City of Crystal Lake to sign the proposals.

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

XI. Board Discussion

Trustee Lorenz provided an update on the recent Library Foundation meeting. She mentioned that the Foundation is open to sponsoring large library projects and is interested in reimbursing the library for the Beacon Retaining Wall Project. Additionally, the Foundation is actively seeking new members.

Trustee Stump shared that he had the opportunity to read to the preschoolers at the YMCA and expressed his gratitude to the Youth Services Department for supplying an excellent selection of books for the children.

Trustee Drew inquired about the Baby Bags provided to parents of newborns, suggesting that having one available for viewing at the next Board meeting would be beneficial.

Trustee Waxler inquired about the time-lapse video shared on social media that captures the Beacon Retaining Wall project. Executive Director Fyolek noted that the footage was captured by our Library Maintenance Technician, Bob Miller.

- 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.

Executive Director Fyolek reminded Library Trustees to complete their annual Sexual Harassment Prevention training and submit their certificates of completion.

XIII. Adjournment

It was moved by James Becker and seconded by Charles Ebann to adjourn the meeting at 7:40 p.m.

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

Mary Fisher, Secretary