

**Crystal Lake Public Library Board of Trustees**  
**Regular Meeting Minutes**  
**February 19, 2025, 7:00 p.m.**  
**Crystal Lake Public Library, Ames 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; Mari Swift, Head of Circulation Services; Penny Ramirez, Head of Technical Services; Dawn Dvorak, Head of Youth Services.

III. **Public Comment:** None

- IV. **Board Development:** Head of Technical Services, Penny Ramirez, presented an overview of the new CLPL Library of Things.

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

**It was moved by Stacey Lorenz and seconded by Charles Stump to approve the minutes of the regular meeting of January 15, 2025, as presented.**

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

VI. **Committee and Board Member Reports:** No discussion

- VII. **Financial Reports:** **It was moved by Bonita Drew and seconded by Charles Ebann to approve the FY 2025 Financial Report as of January 31, 2025.**

Trustee Fisher inquired about the discrepancy between the ending balance on page 2 of the *Statement of Cash Receipts, Disbursements, and Changes in Fund Balance* and the total *Cash and Investments* on page 1. Executive Director Fyolek will provide clarification at the next meeting.

**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 \$236,468.19, as follows:

<b>FUND</b>	
<b>OPERATING</b>	111,565.49
	102,294.19 <sup>(1)</sup>
<b>IMRF/FICA</b>	18,165.00 <sup>(2)</sup>
<b>CONSTRUCTION &amp; REPAIR</b>	4,014.42
<b>GIFT &amp; MEMORIAL</b>	232.21
<b>SPECIAL RESERVE FUNDS</b>	196.88
<b>GRAND TOTAL</b>	<b>236,468.19</b>

(1) Operating Total

(2) IMRF/FICA

**ROLL CALL:**

**Aye:** James Becker, Bonita Drew, Charles Ebann, Mary Fisher, Stacey Lorenz, Charles Stump, Rebecca Sisler, 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 January 15, 2025, Board meeting.

X. **Board Action:**

**A. 2025 Communications Plan**

It was moved by Charles Stump and seconded by Charles Ebann to approve the 2025 Communications Plan.

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

**B. 2025 Technology Plan**

It was moved by Rebecca Sisler and seconded by Bonita Drew to approve the Technology Plan covering 2025, 2026, and 2027.

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

**C. Landscape Maintenance Contract for 2025**

It was moved by Stacey Lorenz and seconded by Mary Fisher to approve the 2025 Contract for Landscape Maintenance Services with Countryside Industries, Inc. for eight payments of \$1,806.25 per month/\$14,450 annually.

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

**D. Annual Reports for FY 24b**

**1. CLPL – review**

CLPL Annual Report was discussed and reviewed.

**2. Illinois Public Library Annual Report – approval**

**It was moved by Charles Stump and seconded by Charles Ebann that**

- **this Illinois Public Library Annual Report (IPLAR) be filed in accordance with 75 ILCS 5/40-10**
- **the FY24b IPLAR is essential and correct**
- **the Executive Director, Board President and Board Secretary are authorized to execute the document**
- **the Executive Director is authorized to submit the FY24b IPLAR to the Illinois State Library**

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

**XI. Board Discussion:**

Trustee Drew reported she attended the State of the Community Luncheon last Friday, February 14, along with Trustee Lorenz and Executive Director Fyolek.

Trustee Lorenz shared she attended the February 18, 2025, City council meeting with Youth Staff to discuss a possible future Story Walk and the Library Lovers' Expedition.

Trustee Drew requested Library Lovers' Expedition brag tags to send to Secretary of State Alexi Giannoulias.

Trustee Waxler informed the Board that he met with Executive Director Fyolek. Correspondence for PPRT was sent to the City of Crystal Lake.

Trustee Stump shared that he attended a meeting of the ILA Trustee Forum. Thursday, October 16 is Trustee Day at ILA Annual. Trustee Stump also shared that he will be attending training on February 26, Planning for Referendum. He also shared that he recently read at the YMCA Preschool.

Trustee Fisher requested that statistics from Trustee Stump's visits be included in the outreach section of the monthly statistical report.

**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.

**XIII. Adjournment: It was moved by James Becker and seconded by William Weller to adjourn the meeting at 8:24 p.m.**

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

---

**Mary Fisher, Secretary**