

Crystal Lake Public Library Board of Trustees
Regular Meeting Minutes
March 19, 2025, 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 7:01 p.m.

II. **Roll Call and declaration of quorum:**

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

Absent: Charles Stump

Staff Present: Becky Fyolek, Executive Director; Karen Migaldi, Assistant Director; Veronica Morales, Recording Secretary; Kriste Amherdt, Business Manager; Nancy Weber, Head of Adult Services; Mari Swift, Head of Circulation Services; Penny Ramirez, Head of Technical Services; Dawn Dvorak, Head of Youth Services; Stephanie Price, Marketing Manager; Seanine Brady, YS Librarian.

III. **Public Comment:** None

IV. **Board Development:** Youth Services Librarian Seanine Brady presented an update on the 2025 Library Lovers' Expedition.

Trustee Drew informed the Board that she sent a letter to State Librarian Alexi Giannoulis about the 2025 Library Lovers' Expedition, accompanied by a brag tag from each participating library.

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

It was moved by Bonita Drew and seconded by Charles Ebann to approve the minutes of the regular meeting of February 19, 2025, as presented with corrections.

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

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

Trustee Fisher requested clarification on the guidelines for trustee remote participation, which Executive Director Fyolek provided.

- VII. **Financial Reports:** It was moved by Rebecca Sisler and seconded by James Becker to approve the FY 2025 Financial Report as of February 28, 2025.

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

- VIII. **Approval of Disbursements:** It was moved by Rebecca Sisler and seconded by Charles Ebann to approve the Regular Disbursements in the amount of \$442,153.00, as follows:

<u>FUND</u>	
OPERATING	188,458.05
	203,953.24 (1)
IMRF/FICA	36,188.18 (2)
CONSTRUCTION & REPAIR	4,188.77
SPECIAL RESERVE FUNDS	6,800.00
GIFT & MEMORIAL	2,457.25
AMES MATERIALS FUNDS	107.51
GRAND TOTAL	442,153.00

(1) Operating Total

(2) IMRF/FICA

ROLL CALL:

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

Absent: Charles Stump

Nay: None

Abstain: None

Motion Passed

- IX. **Communications:** Executive Director Fyolek shared with the Library Board news and communications received since the February 19, 2025, meeting.

X. **Board Action:**

A. Bylaws Update

It was moved by James Becker and seconded by Charles Ebann to approve the revised Crystal Lake Public Library Board of Library Trustees Bylaws.

ROLL CALL:

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

Absent: Charles Stump

Nay: None

Abstain: None

Motion Passed

B. FY 2025 Staff Increases

It was moved by William Weller and seconded by Charles Ebann to approve the recommendation to establish FY 2025 staff increases as follows: Cost of Living Adjustment = 1.5%. Does Not Meet = 0%; Meets = 1.5%; More Than Meets = 2%; and Exceeds = 2.5% effective May 4, 2025.

ROLL CALL:

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

Absent: Charles Stump

Nay: None

Abstain: None

Motion Passed

C. Educational Assistance Request

It was moved by William Weller and seconded by Charles Ebann to approve the request for tuition reimbursement from Kerry Lemont and reimburse 50% of one 3 credit course per semester pending a grade B or better, up to a maximum of \$832.50 per semester, upon completion of the course and submission of required paperwork.

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

D. After Hours Summer Program

It was moved by Rebecca Sisler and seconded by Bonita Drew to approve the Adult Services Staff request to schedule an After-Hours Summer Program for adult patrons 18 and older on either a Friday or a Saturday night this summer.

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

XI. Board Discussion:

Trustee Drew reported that Adult Services LTA Mary Robinson's presentation at the Lutheran Church was very well received.

Trustee Drew also inquired if anyone would be interested in attending the upcoming city council meeting. Trustee Lorenz volunteered to attend and present the new logo with Marketing Manager Stephanie Price, and Trustee Weller expressed potential interest in attending as well.

Trustee Fisher informed the Board that she will be unable to attend the April 16 Board meeting and requested that a trustee step in as acting secretary. Trustee Sisler volunteered to take the minutes for the April meeting in her absence.

Trustee Weller inquired if there were any updates on the PPRT. Executive Director Fyolek stated that we are still awaiting a response from the City of Crystal Lake.

Executive Director Fyolek reported that the Fiscal Year 2024b impact fees have been received in the amount of \$62,595.

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 Waxler inquired about the IL State Book Awards, and the Head of Youth Services provided clarification.

XIII. Adjournment: It was moved by James Becker and seconded by Charles Ebann to adjourn the meeting at 7:58 p.m.

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

Mary Fisher, Secretary