

Crystal Lake Public Library Board of Trustees
Regular Meeting Minutes
April 16, 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 7:01 p.m.

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

Present: James Becker, Stacey Lorenz, Rebecca Sisler, Charles Stump, Cary Waxler, William Weller.

Absent: Bonita Drew, Charles Ebann, Mary Fisher

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; Eneida Fontanetta, Circulation LTA.

III. **Public Comment:** None

- IV. **Board Development:** Eneida Fontanetta, Circulation Services Library Technical Assistant, gave an overview of passport services offered at CLPL.

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

It was moved by Charles Stump and seconded by Stacey Lorenz to approve the minutes of the regular meeting of March 19, 2025, as presented.

Voice Vote: Aye-6; Nay- 0; Absent-3; Abstain- 0; Motion Passed.

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

Trustee Waxler provided an update on the Facility Plan. A streamlined report has been requested from Engberg Anderson Architects to present to the City, outlining two potential options for the future of the library building. This report will be included in the Committee of the Whole packet for trustees to review.

- VII. **Financial Reports:** **It was moved by Stacey Lorenz and seconded by Charles Stump to approve the FY 2025 Financial Report as of March 31, 2025.**

Voice Vote: Aye-6; Nay- 0; Absent-3; 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 \$368,137.63, as follows:

FUND	
OPERATING	118,188.58
	205,775.77 ⁽¹⁾
IMRF/FICA	36,072.39 ⁽²⁾
CONSTRUCTION & REPAIR	1,168.64
GIFT & MEMORIAL	6,707.30
AMES MATERIALS FUNDS	224.95
GRAND TOTAL	368,137.63

(1) Operating Total

(2) IMRF/FICA

Trustee Lorenz requested clarification on both the Tween line item and the HR Evolving Manager Boot Camp seminar. Executive Director Fyolek provided clarification on both items.

ROLL CALL:

Aye: James Becker, Stacey Lorenz, Rebecca Sisler, Charles Stump, Cary Waxler, William Weller.

Absent: Bonita Drew, Charles Ebann, Mary Fisher

Nay: None

Abstain: None

Motion Passed

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

X. **Board Action:**

A. Policy Update

1. Bloodborne Pathogens

It was moved by James Becker and seconded by William Weller to approve the revised Bloodborne Pathogens Policy.

ROLL CALL:

Aye: James Becker, Stacey Lorenz, Rebecca Sisler, Charles Stump, Cary Waxler, William Weller.

Absent: Bonita Drew, Charles Ebann, Mary Fisher

Nay: None

Abstain: None

Motion Passed

2. Identity Protection

It was moved by James Becker and seconded by William Weller to approve the revised Identity Protection Policy.

ROLL CALL:

Aye: James Becker, Stacey Lorenz, Rebecca Sisler, Charles Stump, Cary Waxler, William Weller.

Absent: Bonita Drew, Charles Ebann, Mary Fisher

Nay: None

Abstain: None

Motion Passed

XI. Board Discussion:

Trustee Lorenz attended last night's City Council meeting and, alongside Marketing Manager Stephanie Price, presented the new library logo. She also highlighted other library initiatives, including the DMV program, the Seed Library, and the Library of Things.

Trustee Lorenz expressed her appreciation for the bird program and its collaboration with partner libraries.

Trustee Waxler informed the Library Board that Trustee Ebann will be retiring for his health. The Board expressed sincere appreciation for his dedicated service and extended their best wishes for his continued well-being.

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 Becker acknowledged cardholder numbers compared to the population of Crystal Lake. He suggested considering a report to find out cost per user.

XIII. Executive Session for the purpose of discussing personnel [5 ILCS 120/2(c)(1)]

It was moved by Cary Waxler and seconded by William Weller to go into executive session at 7:56 p.m. for the purpose of discussing personnel [5 ILCS 120/2(c)(1)].

ROLL CALL:

Aye: James Becker, Stacey Lorenz, Rebecca Sisler, Charles Stump, Cary Waxler, William Weller.

Absent: Bonita Drew, Chuck Ebann, Mary Fisher

Nay: None

Abstain: None

Motion Passed

It was moved by William Weller and seconded by Charles Stump to return to regular session at 8:38 p.m.

ROLL CALL:

Aye: James Becker, Stacey Lorenz, Rebecca Sisler, Charles Stump, Cary Waxler, William Weller.

Absent: Bonita Drew, Chuck Ebann, Mary Fisher

Nay: None

Abstain: None

Motion Passed

It was moved by William Weller and seconded by James Becker to approve matters discussed during executive session regarding performance evaluation and commensurate increase for the Executive Director.

ROLL CALL:

Aye: James Becker, Stacey Lorenz, Rebecca Sisler, Charles Stump, Cary Waxler, William Weller.

Absent: Bonita Drew, Charles Ebann, Mary Fisher

Nay: None

Abstain: None

Motion Passed

- XIV. Adjournment: It was moved by William Weller and seconded by James Becker to adjourn the meeting at 8:41 p.m.**

Voice Vote: Aye-6; Nay- 0; Absent-3; Abstain- 0; Motion Passed.

Rebecca Sisler, Acting Secretary

Mary Fisher, Secretary