

**Crystal Lake Public Library Board of Trustees**  
**Regular Meeting Minutes**  
**September 17, 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. Call and declaration of quorum:**

**Present:** James Becker, Bonita Drew, Mary Fisher, Stacey Lorenz, Nancy McFadden, 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; 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:** Leanne Furby of Heartland Libraries presented an overview of the iLead Trustee Training Portal.

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

**It was moved by James Becker and seconded by Charles Stump to approve the minutes of the regular meeting of August 20, 2025, as presented.**

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

**VI. Committee and Board Member Reports:** There were no updates or items for discussion.

**VII. Financial Reports:** It was moved by Stacey Lorenz and seconded by James Becker to approve the FY 2025 Financial Report as of August 31, 2025.

**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 Stacey Lorenz to approve the Regular Disbursements in the amount of \$371,938.34, as follows:

<b>OPERATING</b>	107,056.16
	218,879.68 <sup>(1)</sup>
<b>IMRF/FICA</b>	37,815.05 <sup>(2)</sup>
<b>CONSTRUCTION &amp; REPAIR</b>	7,931.32
<b>GIFT &amp; MEMORIAL</b>	147.99
<b>AMES MATERIALS FUNDS</b>	108.14
<b>GRAND TOTAL</b>	<b>371,938.34</b>

(1) Operating Total

(2) IMRF/FICA

**ROLL CALL:**

**Aye: James Becker, Bonita Drew, Mary Fisher, Stacey Lorenz, Nancy McFadden, Rebecca Sisler, Charles Stump, Cary Waxler, William Weller.**

**Absent: None**

**Nay: None**

**Abstain: None**

**Motion Passed**

**IX. Communications:** Executive Director Fyolek shared communications received since the August 20, 2025, board meeting.

**X. Board Action:**

**A. FY 24b Audit**

The Board formally acknowledged and accepted the Audit for FY 24b, noting their review and the achievement of a clean outcome.

**B. Cleaning Contract Renewal**

**It was moved by Bonita Drew and seconded by Stacey Lorenz to approve the contract with U.S. Service Systems, Inc. in the amount of \$5,570.92/month (\$66,851.04/year) for the period covering October 1, 2025 – September 30, 2026.**

**ROLL CALL:**

**Aye: James Becker, Bonita Drew, Mary Fisher, Stacey Lorenz, Nancy McFadden, Rebecca Sisler, Charles Stump, Cary Waxler, William Weller.**

**Absent: None**

**Nay: None**

**Abstain: None**

**Motion Passed**

**C. Envisionware Support Service Renewal**

**It was moved by Nancy McFadden and seconded by Mary Fisher to approve Envisionware Support Service Agreement in the amount \$25,907.92.**

**ROLL CALL:**

**Aye: James Becker, Bonita Drew, Mary Fisher, Stacey Lorenz, Nancy McFadden, Rebecca Sisler, Charles Stump, Cary Waxler, William Weller.**

**Absent: None**

**Nay: None**

**Abstain: None**

**Motion Passed**

**D. Envisionware Support Self-Check Replacement**

**It was moved by Stacey Lorenz and seconded by Bonita Drew to approve Envisionware Self-Check Replacement in the amount of \$23,997.20**

**ROLL CALL:**

**Aye: James Becker, Bonita Drew, Mary Fisher, Stacey Lorenz, Nancy McFadden, Rebecca Sisler, Charles Stump, Cary Waxler, William Weller.**

**Absent: None**

**Nay: None**

**Abstain: None**

**Motion Passed**

**E. Shales McNutt Contract Approval – Humidifier Project**

**It was moved by Nancy McFadden and seconded by James Becker to approve the Addendum to the Library’s existing contract with SMC Construction Services for a Lump Sum Fee of \$15,568.**

Trustees thoroughly discussed the scope of the project.

**ROLL CALL:**

**Aye: James Becker, Bonita Drew, Mary Fisher, Stacey Lorenz, Nancy McFadden, Rebecca Sisler, Charles Stump, Cary Waxler, William Weller.**

**Absent: None**

**Nay: None**

**Abstain: None**

**Motion Passed**

**F. Adult Services After Hours October Program**

**It was moved by William Weller and seconded by Rebecca Sisler to approve the Adult Services Staff request to schedule an After-Hours Program for adult patrons 18 and older on Friday, October 10, 2025.**

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

**XI. Board Discussion:**

Trustee Stump reported attending last night’s City Council meeting with Trustee McFadden. He shared that he was invited to read to the YMCA preschoolers at their Halloween party.

Executive Director Fyolek informed the board of their upcoming City Council meeting scheduled for 6:30 p.m. on October 14, 2025, at City Hall, noting that it coincides with the first day of ILA Conference.

Trustee Sisler suggested making note of supportive library patrons.

Trustee Drew attended the annual CLPL volunteer luncheon and noted that the food was excellent and the event very well organized. She expressed her appreciation for the effort.

Trustee Lorenz was excited to see the library participating in the McHenry County Outdoor Theater event on Friday, September 19, and appreciated the library’s involvement in the Crystal Lake South High School open house.

**XII. Staff Reports:** Written reports from Executive Director, Adult Services, IT/Technical Services, Marketing, Youth Services, and statistical reports were included in the packet.

Executive Director Fyolek shared the final summer reading program statistics with the Library Board.

Executive Director Fyolek informed the board that staff received training on opioid overdose during the all-staff meeting on Friday, September 3, in preparation for upcoming compliance requirements.

**XIII. Adjournment:** It was moved by James Becker and seconded by William Weller to adjourn the meeting at 8:09 p.m.

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

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**Rebecca Sisler, Secretary**