# Crystal Lake Public Library Board of Trustees
# Regular Meeting Minutes
# September 16, 2026, 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 (via Zoom), Mary Fisher, Stacey Lorenz, Nancy McFadden, Emily Preston, Rebecca Sisler, Charles Stump, Cary Waxler

**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; Penny Ramirez, Head of Technical & Automation Services; Dawn Dvorak, Head of Youth Services (via Zoom), Seanine Brady, Assistant Head of Youth Services; Scott Zator, Building Maintenance Manager.

**Public:** Diane Miller, CL resident; Bob Miller, CL resident; Michael Karman, CL resident; Michele Hansen-Zator; and Michelle Meyer, Northwest Herald reporter.

**It was moved by Stacey Lorenz and seconded by James Becker to allow Trustee Drew to join meeting virtually.**

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

**III. Public Comment:**
Mrs. Diane Miller addressed the board regarding the future of the library building and encouraged the board to provide residents with an opportunity to share their feedback.

Mr. Bob Miller also addressed the board regarding the future of the library building and shared a speech he presented at the City Council meeting on Tuesday, September 15. He expressed his concern about any decision regarding the future of the library.

Mr. Michael Karman addressed the board regarding an ongoing fence issue at the library owned residence he leases.

**IV. Board Development:** The board discussed the information presented to the community during the Open House held at City Hall on September 9, 2026.

**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 July 15, 2026, as presented.**

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

**It was moved by Charles Stump and seconded by Stacey Lorenz to approve the minutes of the regular meeting of August 19, 2026, as presented.**

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

**VI. Committee and Board Member Reports:** Building Maintenance Manager Scott Zator updated the board on the completion of the compressor replacement in the 1965 building and the installation of an electronic expansion valve (EEV).

**VII. Financial Reports: It was moved by Stacey Lorenz and seconded by Rebecca Sisler to approve the FY 2026 Financial Report as of August 31, 2026.**

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

**VIII. Approval of Disbursements: It was moved by Stacey Lorenz and seconded by Charles Stump to approve the Regular Disbursements for September 2026 in the amount of $447,626.14, as follows:**

| | | |
|---|---|---|
| **OPERATING** | 169,330.14 | |
| | 222,904.51 | (1) |
| **IMRF/FICA** | 38,011.44 | (2) |
| **CONSTRUCTION & REPAIR** | 4,995.91 | |
| **SPECIAL RESERVE FUND** | 11,923.20 | |
| **GIFT & MEMORIAL** | 390.14 | |
| **AMES MATERIALS FUNDS** | 70.80 | |
| **GRAND TOTAL** | **447,626.14** | |

(1) Operating Total
(2) IMRF/FICA

**ROLL CALL:**
**Aye: James Becker, Bonita Drew, Mary Fisher, Stacey Lorenz, Nancy McFadden, Emily Preston, Rebecca Sisler, Charles Stump, Cary Waxler**
**Absent: None**
**Nay: None**
**Abstain: None**
**Motion Passed**

**IX. Communications:** Executive Director shared communications received since the August 19, 2026, board meeting.

**X. Board Action:**

**A. Acceptance of 2025 Audit**

The board formally acknowledged and accepted the FY 2025 audit following their review.

**B. Cleaning Contract Renewal**

**It was moved by Charles Stump and seconded by James Becker to approve the contract with U.S. Service Systems, Inc. in the amount of $5,739.95/month ($68,879.40/year) for the period covering October 1, 2026 – September 30, 2027, and authorize the President of the Board of Library Trustees of the City of Crystal Lake to sign the contract.**

**ROLL CALL:**
**Aye: James Becker, Bonita Drew, Mary Fisher, Stacey Lorenz, Nancy McFadden, Emily Preston, Rebecca Sisler, Charles Stump, Cary Waxler**
**Absent: None**
**Nay: None**
**Abstain: None**
**Motion Passed**

**C. Executive Director Succession Plan Approval**

**It was moved by James Becker and seconded by Charles Stump to approve the Executive Director Succession Plan.**

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

**XI. Board Discussion:**

Trustee Lorenz reported that the Library Foundation's annual mum sale was rescheduled from September 19 to September 26 due to the weather forecast. She also recognized Kate Tripp, teen librarian, for visiting area high schools to promote the library and its services. Trustee Lorenz raised a concern regarding overgrown ivy along the stairs. Building Maintenance Manager Scott Zator reported that the landscaping company is scheduled to address the issue.

Trustee Stump reported that he will be reading to preschoolers at the Friendship House Early Childhood Center in October, in addition to his regular reading visits with YMCA preschoolers. He also shared that he is looking forward to attending the ILA Annual Conference with Trustee McFadden.

Trustee Becker inquired about who will be presenting to the City on Tuesday, October 6. Executive Director Fyolek stated that she, Assistant Director Migaldi, and Board President Waxler would make the presentation with support from consultants from Engberg Anderson.

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

Trustee Waxler expressed appreciation for the library's passport services.

Trustee Lorenz inquired about the new carts. Head of Circulation Services Mari Swift provided an update.

Trustee McFadden inquired about early voting. Executive Director Fyolek provided an update and reported that early voting will begin on October 19. The board was reminded that the next board meeting will be held in the Program Room due to early voting activities.

**XIII.** **Adjournment: It was moved by James Becker and seconded by Charles Stump to adjourn the meeting at 7:51 p.m**.

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

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**Rebecca Sisler, Secretary**