

**Crystal Lake Public Library  
Board of Trustees  
Regular Meeting Minutes  
December 15, 2021**

**I. Call to Order:** The meeting of the Crystal Lake Public Library Board of Trustees was called to order by Vice-President William Weller at 7 p.m.

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

**Present:** James Becker, Bonita Drew, Alice Fellers, Rebecca Sisler, Charles Stump, Cary Waxler, William Weller.

**Absent:** Chuck Ebann

**Staff Present:** Kathryn I. Martens, Library Director; Teri Galluzzi, Business Manager; Stephanie Price, Public Relations Coordinator; Veronica Morales, Administrative Assistant and Recording Secretary; Nancy Weber, Head of Adult Services; Julie Gibson, Head of Circulation.

**III. Public Comment:** None

**IV. Board Development – State Standards annual review:**

Library Director Kathryn Martens reviewed the “Serving Our Public 4.0: Standards for Illinois Public Libraries,” which was previously evaluated by the Library Management Team on November 10, 2021 and the Planning PR Committee on December 1, 2021. Board review of the State Standards is a requirement for the FY 21/22 Per Capita Grant application.

**V. Approval of minutes of previous meeting(s):** It was moved by James Becker and seconded by Cary Waxler to approve the minutes of the November 17, 2021 board meeting and include the revision that trustee Alice Fellers questioned the authority of the Personnel Committee to make decisions, rather than the board, related to the title of the Library Director position and waiving the 12/31/2021 deadline for the director to use accumulated vacation time and instead issue a payout at retirement.

**Voice Vote: Aye- 7; Nay- 0; Absent- 1; Abstain- 0; Motion Passed.**

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

Minutes for the following Board Committee Meetings were included in the packet:

- Facilities, October 16, 2021
- Personnel, November 29, 2021
- Facilities, December 6, 2021

VII. **Financial Reports:** It was moved by Charles Stump and seconded by Rebecca Sisler to approve the FY 21/22 Financial Reports as of November 30, 2021.

Voice Vote: Aye- 7; Nay- 0; Absent- 1; Abstain- 0; Motion Passed.

VIII. **Approval of Disbursements**

A. **December 2021 – regular:** It was moved by Cary Waxler and seconded by Charles Stump to approve the Regular Disbursements for December, 2021 in the amount of \$332,515.11

	<b><u>TOTAL</u></b>
<b>OPERATING FUNDS</b>	81,230.00
	197,519.47
<b>IMRF/FICA FUNDS</b>	40,388.79
<b>CONSTRUCTION &amp; REPAIR</b>	6,970.87
<b>PER CAPITA GRANT</b>	6,405.98
<b>REPAIRS PROJECT</b> Operating	0.00
Const. & Repair	0.00
Special Reserve	0.00
<b>GRAND TOTAL</b>	<b>332,515.11</b>

**ROLL CALL:**

**Aye:** James Becker, Bonita Drew, Alice Fellers, Rebecca Sisler, Charles Stump, Cary Waxler, William Weller

**Absent:** Chuck Ebann

**Nay:** none

**Abstain:** none

**Motion Passed**

B. **Emergency repairs due to water main leak**

1. It was moved by Cary Waxler and seconded by Bonnie Drew to ratify the decisions made by the Library Board President and Library Director to make the necessary emergency repairs due to the water main leak at the Library.

**ROLL CALL:**

**Aye:** James Becker, Bonita Drew, Alice Fellers, Rebecca Sisler, Charles Stump, Cary Waxler, William Weller

**Absent:** Chuck Ebann

**Nay:** none

**Abstain:** none

**Motion Passed**

2. **It was moved by Cary Waxler and seconded by Rebecca Sisler to approve the Water Main Leak Repairs Disbursements in the amount of \$50,166.70**  
**ROLL CALL:**  
**Aye: James Becker, Bonita Drew, Alice Fellers, Rebecca Sisler, Charles Stump, Cary Waxler, William Weller**  
**Absent: Chuck Ebann**  
**Nay: none**  
**Abstain: none**  
**Motion Passed**

**C. Repairs Project**

1. **Lien settlement:** The Board was informed that there are no outstanding liens and the Final Payout can be approved.
2. **Final payout: It was moved by Rebecca Sisler and seconded by Cary Waxler to approve the Repairs Project Disbursements including Featherstone Final Draw Package #11 in the amount of \$261,077.78**

**ROLL CALL:**

**Aye: James Becker, Bonita Drew, Alice Fellers, Rebecca Sisler, Charles Stump, Cary Waxler, William Weller**  
**Absent: Chuck Ebann**  
**Nay: none**  
**Abstain: none**  
**Motion Passed**

**IX. Communications: None**

**X. Board Action**

- A. **Per Capita Grant Application – FY22 – approve: It was moved by Charles Stump and seconded by James Becker to approve the FY2122 Per Capita Grant application and authorize the Library Director to submit the required documents.**

**Voice Vote: Aye- 7; Nay- 0; Absent- 1; Abstain- 0; Motion Passed.**

**B. Facilities Committee recommendations to approve contracts with Engberg Anderson**

1. **Replacement of 1995 condenser unit: It was moved by James Becker and seconded by Cary Waxler to approve the contract with Engberg Anderson for Architectural Design and Engineering Services for 1995 Condensing Unit Replacement in the amount not to exceed \$20,000 in fees, plus reimbursable expenses and authorize the Vice-President of the Board of Library Trustees of the City of Crystal Lake to sign the contract.**

**ROLL CALL:**

**Aye: James Becker, Bonita Drew, Alice Fellers, Rebecca Sisler, Charles Stump, Cary Waxler, William Weller**

**Absent: Chuck Ebann**

**Nay: none**

**Abstain: none**

**Motion Passed**

2. **Update of Capital Reserve Assessment Study: It was moved by Cary Waxler and seconded by Charles Stump to approve the contract with Engberg Anderson for the Capital Repair Study for \$19,000 in fees plus reimbursable expenses and authorize the Vice-President of the Board of Library Trustees of the City of Crystal Lake to sign the contract.**

**ROLL CALL:**

**Aye: James Becker, Bonita Drew, Alice Fellers, Rebecca Sisler, Charles Stump, Cary Waxler, William Weller**

**Absent: Chuck Ebann**

**Nay: none**

**Abstain: none**

**Motion Passed**

**C. Personnel Committee recommendations**

1. **Pay Ranges adjustment as of 12/26/21 – approve: It was moved by Charles Stump and seconded by Cary Waxler to approve the Proposed Adjustments to the Classifications and Pay Ranges effective 12/26/21.**

**Voice Vote: Aye- 7; Nay- 0; Absent- 1; Abstain- 0; Motion Passed.**

2. **Execute Search firm hiring – approve: It was moved by Rebecca Sisler and seconded by Charles Stump to approve the agreement with John Keister & Associates for executive recruiting services for \$16,500 plus reimbursable expenses, authorize the Board Vice-President to sign the agreement and issue the initial payment of \$5,500.**

**ROLL CALL:**

**Aye: James Becker, Bonita Drew, Alice Fellers, Rebecca Sisler, Charles Stump, Cary Waxler, William Weller**

**Absent: Chuck Ebann**

**Nay: none**

**Abstain: none**

**Motion Passed**

Trustee Alice Fellers requested that the consultant present at our Board meeting resumes and additional information about top candidates and discuss with the Board each candidate in detail and answer questions from the Board.

**XI. Board discussion**

Trustee Alice Fellers questioned role and authority of Board Committees serving as advisory or sub-committees rather than to make decisions, relating to the hiring of a new library director and other matters. Concern raised about why in four months nothing has been on Board Agendas for the Board to deliberate and decide matters regarding new director search.

Trustees Drew, Sisler, and Waxler expressed their opinions that Board Committees must make decisions when time is a factor and should make decisions that relate to the area of the Library the Committee exists to oversee. They pointed out that this is how many matters are handled in other Board Committees as well.

Trustee Weller agreed and said the Personnel Committee would move forward in that manner concerning their search for a new Executive Director. He said the Personnel Committee would discuss before making a decision as to whether it should be passed along as a recommendation to the entire Board. He stated their discussions will be as transparent as possible. He also said he hoped that all Board members would stay informed and attend any Committee meeting if they had a concern or strong opinion about a scheduled agenda item.

Trustee Charles Stump reported that he completed the program “Ready, Set, Advocate” through the Illinois Library Association, which is a Library Advocacy Tool Kit consisting of presentation recordings and presentation slides with three modules each. He also encourages other board members to subscribe to the Illinois Library Trustee Newsletter.

**XII. Staff Reports:** Written reports from Circulation, Adult Services, Virtual/In-Person Programs, Public Relations, IT/Technical Services and Youth Services were included in the packet.

**XIII. Adjournment:** It was moved by James Becker and seconded by Charles Stump to adjourn at 9:13 p.m.

**Voice Vote: Aye- 7; Nay- 0; Absent- 1; Abstain- 0; Motion Passed.**

---

**Rebecca Sisler, Secretary**