

Crystal Lake Public Library Board of Trustees
Regular Meeting Minutes
May 15, 2024, 7:00 p.m.
Crystal Lake Public Library, Ames Meeting Room

I. Call to Order: The meeting of the Crystal Lake Public Library Board of Trustees was called to order by President William Weller at 7:01 p.m.

II. Roll Call and declaration of quorum:

Present: Bonita Drew (via Zoom), James Becker, Charles Ebann, Stacey Lorenz, Charles Stump, Cary Waxler, William Weller.

Absent: Mary Fisher, Rebecca Sisler

Staff Present: Becky Fyolek, Executive Director; Karen Migaldi, Assistant Director; Veronica Morales, Recording Secretary; Stephanie Price, Marketing Manager; Nancy Weber, Head of Adult Services; Penny Ramirez, Head of Technical Services; Dawn Dvorak, Head of Youth Services.

It was moved by Trustee Waxler and seconded by Trustee Stump to allow Trustee Drew to attend the meeting remotely.

Voice Vote: Aye-6; Nay- 0; Absent-2; Abstain- 1; Motion Passed.

III. Public Comment: None

IV. Board Development:

Dawn Dvorak, Head of Youth Services, and Nancy Weber, Head of Adult Services, provided an overview of the 2024 Summer Reading Program: "Dive into Reading."

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

It was moved by Cary Waxler and seconded by Charles Ebann to approve the minutes of the regular meeting of April 17, 2024, as presented.

Voice Vote: Aye-7; Nay- 0; Absent-2; Abstain- 0; Motion Passed.

VI. Committee and Board Member Reports:

Minutes for the following Board committee meetings were included in the packet:

- Committee of the Whole, May 1, 2024

VII. Financial Reports: It was moved by Cary Waxler and seconded by Charles Ebann to approve the FY 23/24 Financial Report as of April 30, 2024.

Voice Vote: Aye-7; Nay- 0; Absent-2; Abstain- 0; Motion Passed

VIII. Approval of Disbursements: It was moved by Charles Stump and seconded by Charles Ebann to approve the Regular Disbursements in the amount of \$399,226.15, as follows:

| | |
|----------------------------------|-------------------|
| <u>FUND</u> | |
| OPERATING | 144,640.36 |
| | 216,311.97 (1) |
| IMRF/FICA | 33,176.19 (2) |
| CONSTRUCTION & REPAIR | 4,411.20 |
| GIFT & MEMORIAL | 686.43 |
| GRAND TOTAL | 399,226.15 |

(1) Operating Total

(2) IMRF/FICA

ROLL CALL:

Aye: Bonita Drew, James Becker, Chuck Ebann, Stacey Lorenz, Charles Stump, Cary Waxler, William Weller.

Absent: Mary Fisher, Rebecca Sisler

Nay: None

Abstain: None

Motion Passed

IX. Communications:

Executive Director Fyolek shared with the Library Board news and communications received since the April 17, 2024, Board meeting, including:

- An iLEAD (Leadership, Empowerment, Access, and Development) post card received inviting library trustees to their iLEAD Trustee Learning Portal. The portal offers an interactive guide designed for Illinois public library board members, with flexible pacing, completely free for Illinois libraries.
- A Letter addressed to Trustee Stump from United States Representative Janice Schakowsky expressing gratitude for his dedicated advocacy and support for robust funding for libraries.
- A thank you note from Carrie Kondrad at South elementary school expressing gratitude for their support during “Discover the Library” night. Special appreciation

was extended to Youth Services librarians Dawn Dvorak, Ashlee Tominey and Seanine Brady for hosting the event.

- An email from Kerri Hurckes, Director of the Woods Creek Elementary School Library Media Center, expressing gratitude for the gift received during National Library Week.
- A thank you note from Mrs. Gabel's 4th graders at Husmann Elementary School for the circuit field trips.

Executive Director Fyolek shared with the Board that Youth Services librarian Ashlee Tominey received the Distinguished Service Award for Partnership during the Illinois Chapter of the National School Public Relations Association's (INSPRA) annual luncheon on Friday, May 10, 2024. Ashlee was honored because of her work in building a strong connection between the Crystal Lake Public Library and Crystal Lake Elementary District 47.

X. Board Action:

A. Employee Service Recognition Resolution

It was moved by Charles Stump and seconded by Charles Ebann to approve Library Resolution No. 2024-1.

Voice Vote: Aye-7; Nay- 0; Absent-2; Abstain- 0; Motion Passed

B. Contract with MG Mechanical

It was moved by Cary Waxler and seconded by Charles Ebann to approve the contract with M.G. Mechanical Service, Inc. in the amount of \$26,300 for the period of June 1, 2024 – May 31, 2025, and authorize the President of the Board of Library Trustees of the City of Crystal Lake to sign the contract.

ROLL CALL:

Aye: Bonita Drew, James Becker, Chuck Ebann, Stacey Lorenz, Charles Stump, Cary Waxler, William Weller.

Absent: Mary Fisher, Rebecca Sisler

Nay: None

Abstain: None

Motion Passed

C. Early Voting at CLPL

It was moved by Charles Stump and seconded by Charles Ebann to approve the Crystal Lake Public Library as an early voting site in McHenry County beginning with the November 2024 election and authorize the President of the Board of Trustees to sign the site agreement.

Executive Fyolek outlined the logistics for early voting at CLPL, noting that the Ames Room would be dedicated to this purpose from Wednesday, October 16 through Tuesday, November 5. Consequently, library programming will be relocated to the Program Room during this period.

Voice Vote: Aye-7; Nay- 0; Absent-2; Abstain- 0; Motion Passed

D. Policy Revisions

It was moved by Cary Waxler and seconded by William Weller to approve the revised Information Service Guidelines, Media Relations, and Program Policies.

Voice Vote: Aye-7; Nay- 0; Absent-2; Abstain- 0; Motion Passed

XI. Board Discussion

Trustee Stump informed the Library Board that he recently participated in a continuing education session focused on the hiring process for library directors. Additionally, he mentioned a pending bill in the Senate with further details to become available at the beginning of June.

President Weller briefly addressed his attendance at the City Council meeting regarding the new apartment building complex behind Jewel, noting that local residents expressed opposition to the project.

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

President Weller suggested the inclusion of picture captions in staff reports. Additionally, he acknowledged Lois' 35th work anniversary.

Trustee Lorenz inquired about a training listed on Executive Director Fyolek's report titled "When Generations Connect: Navigating Generational Dynamics." Executive Director Fyolek clarified that it was a management training with tips and tricks on how to communicate with different generations in the workplace.

Trustee Waxler inquired about the availability of a video game streaming service for patron use. Executive Director Fyolek noted that it is not currently available but suggested it might be a possibility in the near future.

**XIII. Executive Session for the purpose of discussing personnel [5 ILCS 120/2(c)(1)]
It was moved by Cary Waxler and seconded by Charles Ebann to go into executive session and invite Executive Director Fyolek to join session at 7:45 p.m. for the purposes of discussing personnel [5 ILCS 120/2(c)(1)].**

ROLL CALL:

Aye: James Becker, Bonita Drew, Chuck Ebann, Stacey Lorenz, Charles Stump, Cary Waxler, William Weller.

Absent: Mary Fisher, Rebecca Sisler

Nay: None

Abstain: None

Motion Passed

The Board returned to regular session at 8:17 p.m.

XIV. Actions related to Executive Session discussions

No action was taken pursuant to the Executive Session.

XV. Adjournment

It was moved by James Becker and seconded by William Weller to adjourn the meeting at 8:18 p.m.

Voice Vote: Aye-7; Nay- 0; Absent-2; Abstain- 0; Motion Passed.

Mary Fisher, Secretary

James Becker, Acting Secretary