

Crystal Lake Public Library Board of Trustees
Regular Meeting Minutes
December 18, 2024, 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, Charles Ebann, Mary Fisher, Stacey Lorenz, 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; Nancy Weber, Head of Adult Services; 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:

Dawn Dvorak, Head of Youth Services, presented an overview of the Winter Reading Program "Reading with my Gnomies," and shared the WRP promotional video.

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

It was moved by James Becker and seconded by Charles Ebann to approve the minutes of the regular meeting of November 20, 2024, as presented, with the revision under X. *Board Action, B. Adopt Resolutions Allocating Funds, 2. Development Impact Fees* to update the roll call to reflect that Trustee Lorenz was present and Trustee Sisler was absent.

Voice Vote: Aye-9; Nay- 0; Absent-0; 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, December 4, 2024

VII. Financial Reports: It was moved by Stacey Lorenz and seconded by Rebecca Sisler to approve the FY 2024b Financial Report as of November 30, 2024.

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 Charles Ebann to approve the Regular Disbursements in the amount of \$372,053.57, as follows:**

FUND	
OPERATING	103,554.98
	226,346.54 (1)
IMRF/FICA	37,546.44 (2)
CONSTRUCTION & REPAIR	1,064.26
GIFT & MEMORIAL	1,963.06
SPECIAL RESERVE FUNDS	1,578.29
GRAND TOTAL	372,053.57

(1) Operating Total

(2) IMRF/FICA

ROLL CALL:

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

Absent: None

Nay: None

Abstain: None

Motion Passed

IX. Communications:

Executive Director Fyolek shared with the Library Board news and communications received since the November 20, 2024, Board meeting.

X. Board Action:

A. Printing Services – Contract Award

It was moved by Rebecca Sisler and seconded by Charles Ebann to approve the contract for printing services with Vogue Printers for costs outlined in Exhibit B of the contract and to authorize the President of the Board of Library Trustees of the City of Crystal Lake to sign the proposals.

ROLL CALL:

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

Absent: None

Nay: None

Abstain: None

Motion Passed

B. Per Capita Grant Application – FY25 Approve

It was moved by Stacey Lorenz and seconded by Rebecca Sisler to approve the Per Capita Grant application and authorize the Executive Director to submit the required documents.

ROLL CALL:

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

Absent: None

Nay: None

Abstain: None

Motion Passed

Trustee Lorenz requested adding the sentence “The Crystal Lake Public Library meets all standards” on page 4 of the application.

C. Pay Ranges Adjustment as of 12/29/24 - Approve

It was moved by Rebecca Sisler and seconded by Charles Ebann to approve the proposed adjustments to the Classifications and Pay Ranges effective (12/29/2024).

Trustee Becker strongly recommended that the Building Maintenance Manager position be designated as an exempt role. Executive Director Fyolek noted that the position will be further evaluated to ensure appropriate compensation if it is designated as exempt.

ROLL CALL:

Aye: Bonita Drew, Charles Ebann, Mary Fisher, Stacey Lorenz, Rebecca Sisler, Charles Stump, Cary Waxler, William Weller.

Absent: None

Nay: James Becker

Abstain: None

Motion Passed

D. Personnel Policy

It was moved by William Weller and seconded by Stacey Lorenz to approve the revised Personnel Policy as recommended by the Committee of the Whole.

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

XI. Board Discussion

Trustee Stump informed the Board that he, along with Trustee Lorenz and Executive Director Fyolek, attended a legislative meet-up in DeKalb.

Trustee Weller inquired if CLPL has undergone any First Amendment audits. Executive Director Fyolek clarified that this has not occurred.

Trustee Lorenz proposed mailing the annual report, and Trustee Sisler endorsed the idea, agreeing it would be a beneficial approach.

- 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 Weller inquired about the TIF districts, to which Executive Director Fyolek provided a detailed response.

Trustee Weller inquired about the status of the retaining wall repairs, and Executive Director Fyolek confirmed they are scheduled for the spring.

Additionally, Trustee Weller inquired about the Library of Things and the type of items it will offer. Nancy Weber, Head of Adult Services, provided clarification on the items that will be available for circulation as part of this collection.

Trustee Sisler inquired about the Youth Commission. Executive Director Fyolek, along with Teen Librarian Angie Baugher, attended the meeting and explained that it is a newly formed committee in Crystal Lake, consisting of seven members between the ages of 16 to 20.

Trustee Waxler is excited to see the return of the Library Lovers Expedition program.

Trustee Stump is pleased to see a consistent increase in the number of passports issued.

XIII. Adjournment

It was moved by William Weller and seconded by Charles Ebann to adjourn the meeting at 8:33 p.m.

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

Mary Fisher, Secretary