

**The Board of Library Trustees of  
The Fox Lake Public Library District  
Lake and McHenry Counties, Illinois**

**Regular Meeting Minutes – June 15, 2021**

**CALL TO ORDER AND ROLL CALL**

The meeting was called to order at 6:30 p.m. by President Vanco, who presided at the meeting. Present and answering roll call were Trustees Eck, Genc, Piklor, Swiss and Vanco. Present at the meeting were library staff members Melissa R. Villarreal, and Han Song.

**PUBLIC COMMENT**

There was no public comment

**DIRECTOR'S REPORTS**

The Trustees were given the Director's Report detailing the activities of the library and handouts outlining staff members' continuing education during Phase 4 of the Reopening Plan. Library Director Villarreal delivered a report on the Phase 4 Reopening Plan.

**APPROVAL OF MINUTES**

The minutes of the May 18, 2021, Board Reorganization meeting and regular board meeting were reviewed and discussed. Following discussion Trustee Genc moved that the minutes be approved as prepared by the board secretary. The motion was seconded by Trustee Vanco and passed on the following vote: AYE: 5 (five) -- Trustees Eck, Genc, Piklor, Swiss and Vanco; NAY: 0 (none); ABSENT: 0 (none); ABSTAINING: 0 (none).

**TREASURER'S REPORT**

The treasurer's reports were reviewed and discussed by the Board of Library Trustees. Following discussion, Trustee Eck moved that the reports be approved as presented. The motion was seconded by Trustee Swiss and passed on the following vote: AYE: 5 (five) -- Trustees Eck, Genc, Piklor, Swiss and Vanco; NAY: 0 (none); ABSENT: 0 (none); ABSTAINING: 0 (none).

## **UNFINISHED BUSINESS (items for board action)**

- a. Employee handbook review project** Following discussion Trustee Piklor moved to approve the employee handbook. The motion was seconded by Trustee Genc and passed on the following vote: AYE: 5 (five) -- Trustees Eck, Genc, Piklor, Swiss and Vanco; NAY: 0 (none); ABSENT: 0 (none); ABSTAINING: 0 (none).
  
- b. High school parking proposal** Following discussion the board decided to discuss this item further at a future committee meeting.
  
- c. Financial planner** Following discussion this item was tabled.

## **NEW BUSINESS (items for board action)**

- d. Passage and approval of annual board meeting date ordinance** Following discussion Trustee Swiss moved to pass and approve the annual board meeting date ordinance. The motion was seconded by Trustee Eck and passed on the following vote: AYE: 5 (five) -- Trustees Eck, Genc, Piklor, Swiss and Vanco; NAY: 0 (none); ABSENT: 0 (none); ABSTAINING: 0 (none).
  
- e. Annual approval of participation in Illinois public library non-resident card program and Annual determination of non-resident card user fee** Following discussion Trustee Genc moved to approve the annual participation in Illinois public library non-resident card program. The motion was seconded by Trustee Vanco and passed on the following vote: AYE: 5 (five) -- Trustees Eck, Genc, Piklor, Swiss and Vanco; NAY: 0 (none); ABSENT: 0 (none); ABSTAINING: 0 (none).
  
- f. Determination of annual staff salary increases, FY 2021-2022** Following discussion the board decided to discuss this item further at a future committee meeting.

- g. Accounting proposal McClure Inserra** Following discussion Trustee Swiss moved to accept the accounting proposal from McClure Inserra dependent upon final statement. The motion was seconded by Trustee Piklor and passed on the following vote: AYE: 5 (five) -- Trustees Eck, Genc, Piklor, Swiss and Vanco; NAY: 0 (none); ABSENT: 0 (none); ABSTAINING: 0 (none).
  
- h. Adopt financial ordinance calendar** Following discussion Trustee Genc moved to adopt the financial ordinance calendar. The motion was seconded by Trustee Eck and passed on the following vote: AYE: 5 (five) -- Trustees Eck, Genc, Piklor, Swiss and Vanco; NAY: 0 (none); ABSENT: 0 (none); ABSTAINING: 0 (none).
  
- i. July 4th holiday observation** Following discussion the board of library trustees decided to observe the July 4th holiday on July 5th.
  
- j. Board Vacancies** This item was discussed and no action was taken.
  
- k. Reopening phase 5** Following discussion Trustee Piklor moved to go to phase 5A then phase 5B for reopening. The motion was seconded by Trustee Vanco and passed on the following vote: AYE: 5 (five) -- Trustees Eck, Genc, Piklor, Swiss and Vanco; NAY: 0 (none); ABSENT: 0 (none); ABSTAINING: 0 (none).
  
- l. Amendment of Temporary COVID-19 Policies** Following discussion Trustee Genc moved to accept amendment of temporary COVID-19 policies. The motion was seconded by Trustee Vanco and passed on the following vote: AYE: 5 (five) -  
- Trustees Eck, Genc, Piklor, Swiss and Vanco; NAY: 0 (none); ABSENT: 0 (none); ABSTAINING: 0 (none).
  
- m. Parking lot seal coating and striping** Following discussion the board decided to discuss this item further at a future committee meeting.

- n. **iVideo proposal** Following discussion the board asked Director Villarreal for a revision to the iVideo proposal.
  
- o. **Carey Electric proposal** Following discussion the board decided to discuss this item further at a future committee meeting.
  
- p. **Miscellaneous (discussion only)** Following discussion on the maintenance position, water fountain/bottle dispenser, and vending machine, no action was taken as further research was needed.

**ADJOURNMENT**

Trustee Eck moved that the meeting is adjourned. The motion was seconded by Trustee Swiss and passed on the following vote AYE: 5 (five) -- Trustees Eck, Genc, Piklor, Swiss and Vanco; NAY: 0 (none); ABSENT: 0 (none); ABSTAINING: 0 (none).  
The meeting was adjourned by President Vanco at 8:42 p.m.

Respectfully submitted,

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Marie Swiss, Secretary

APPROVED by the Board of Library Trustees of the Fox Lake Public Library District, Lake and McHenry Counties, Illinois, at their regular meeting of July 20, 2021:

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Carolyn Vanco, President  
The Board of Library Trustees of  
The Fox Lake Public Library District,  
Lake and McHenry Counties, Illinois