

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

Regular Meeting Minutes – August 17, 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, Piklor, Swiss and Vanco. Present at the meeting were library staff members Melissa R. Villarreal, and Han Song. Mrs. Sarah Avallone, Mr. Roger Smith, and Mrs. Ana Smith were present at the meeting as well. Trustee Genc was absent from the meeting.

APPROVAL OF MINUTES

The minutes of the July 20, 2021, regular board meeting were reviewed and discussed. Following discussion Trustee Eck moved that the minutes be approved as prepared by the board secretary. The motion was seconded by Trustee Piklor and passed on the following vote: AYE: 4 (four) -- Trustees Eck, Piklor, Swiss and Vanco; NAY: 0 (none); ABSENT: 1 (one) -- Trustees Genc; ABSTAINING: 0 (none).

A MOMENT OF SILENCE

At this time the Board of Library Trustees had a moment of silence to honor Mr. Richard Genc, husband of Trustee Janet Genc, who passed away recently.

TREASURER’S REPORT

The treasurer’s reports were reviewed and discussed by the Board of Library Trustees. Following discussion, Trustee Swiss moved that the reports be approved as presented. The motion was seconded by Trustee Vanco and passed on the following vote: AYE: 4 (four) -- Trustees Eck, Piklor, Swiss and Vanco; NAY: 0 (none); ABSENT: 1 (one) -- Trustees Genc; ABSTAINING: 0 (none).

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 5 of the Reopening Plan. Library Director Villarreal delivered a report on the Phase 5 Reopening Plan.

COMMITTEE REPORTS

Library Director Villarreal informed the board of library trustees that the minutes from the August 14, 2021 Committee Meeting will be presented at the September board meeting.

PUBLIC COMMENT

There was no public comment

UNFINISHED BUSINESS (items for board action)

- a. High school parking proposal** Director Villarreal informed the board of library trustees that there was a delay in the high school parking proposal.

- b. Sealcoating of library parking lot** Director Villarreal informed the board of library trustees that the sealcoating of the library parking lot would take place on the first weekend in September.

- c. Carpet and upholstery cleaning service** Director Villarreal informed the board of library trustees that the carpet and upholstery cleaning was completed.

- d. Reopening phase 5a and 5b** This item was discussed and no action was taken.

NEW BUSINESS (items for board action)

- e. Appointment of trustees for audit of board secretary's records** Following discussion the board of library trustees appointed Trustees Piklor and Eck to complete the audit of the board secretary's records.

- f. Approval of the Illinois public library annual report, FY 2020-2021**
Following discussion Trustee Eck moved to approve the Illinois public library annual report, FY 2020-2021 with discussed changes. The motion was seconded by Trustee Swiss and passed on the following vote: AYE: 4 (four) -- Trustees Eck, Piklor, Swiss and Vanco; NAY: 0 (none); ABSENT: 1 (one) -- Trustees Genc; ABSTAINING: 0 (none).

- g. The fiscal year 2021/2022 working budget** Following discussion Director Villarreal stated that further work was needed on the working budget.

- h. Engagement of auditor for FY 2020-2021** Director Villarreal informed the board of library trustees that the library is waiting for a response from the auditor.

- i. Sikich technology plan** Following discussion the board of library trustees asked Director Villarreal to renegotiate the price of the technology plan.

- j. Trustee Candidate** This item was discussed and no action was taken.

- k. Circulation Manager promotion** Following discussion this item was tabled.

- l. Technical Services Manager promotion** Following discussion this item was tabled.

m. Miscellaneous (discussion only) There were no miscellaneous items for discussion.

ADJOURNMENT

Trustee Piklor moved that the meeting is adjourned. The motion was seconded by Trustee Vanco and passed on the following vote AYE: 4 (four) -- Trustees Eck, Piklor, Swiss and Vanco; NAY: 0 (none); ABSENT: 1 (one) – Trustees Genc; ABSTAINING: 0 (none). The meeting was adjourned by President Vanco at 8:09 p.m.

Respectfully submitted,

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 September 21, 2021:

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