

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

Regular Meeting Minutes – November 21, 2023

CALL TO ORDER AND ROLL CALL

The meeting was called to order at 6:32 p.m. by Secretary Swiss. Present and answering roll call were Trustees Avallone, Eck, Piklor and Swiss. Present at the meeting were library staff members Melissa R. Villarreal and Han Song. Trustees Genc, Toofan and Vanco were absent from the meeting.

APPOINTMENT OF PRESIDENT PRO-TEMPORE

Trustee Avallone made a motion to appoint Trustee Eck as President Pro-Tempore for the November 21, 2023 board meeting. The motion was seconded by Trustee Swiss and passed on the following vote: AYE: 4 (four) – Trustees Avallone, Eck, Piklor and Swiss; NAY: 0 (none); ABSENT: 3 (three) – Trustees Genc, Toofan and Vanco; ABSTAINING: 0 (none).

APPROVAL OF MINUTES

The minutes of the October 17, 2023, regular board meeting were reviewed and discussed. Following discussion, Trustee Piklor moved that the minutes be approved. The motion was seconded by Trustee Eck and passed on the following vote: AYE: 4 (four) – Trustees Avallone, Eck, Piklor and Swiss; NAY: 0 (none); ABSENT: 3 (three) – Trustees Genc, Toofan and Vanco; ABSTAINING: 0 (none).

TREASURER’S REPORT

The treasurer’s reports were reviewed and discussed by the Board of Library Trustees. Following discussion, Trustee Avallone moved that the reports be approved as presented. The motion was seconded by Trustee Swiss and passed on the following vote: AYE: 4 (four) – Trustees Avallone, Eck, Piklor and Swiss; NAY: 0 (none); ABSENT: 3 (three) – Trustees Genc, Toofan and Vanco; ABSTAINING: 0 (none).

DIRECTOR’S REPORTS

The Trustees were given the Director’s Report detailing the activities of the library and spreadsheets outlining staff members’ continuing education and programming details.

COMMITTEE REPORTS

Following discussion, Trustee Avallone moved to approve the Committee Meeting Minutes of October 12, 2023. The motion was seconded by Trustee Piklor and passed on the following vote: AYE: 4 (four) – Trustees Avallone, Eck, Piklor and Swiss; NAY: 0 (none); ABSENT: 3 (three) – Trustees Genc, Toofan and Vanco; ABSTAINING: 0 (none).

Following discussion, Trustee Piklor moved to approve the Committee Meeting Minutes of October 17, 2023 with changes. The motion was seconded by Trustee Avallone and passed on the following vote: AYE: 4 (four) – Trustees Avallone, Eck, Piklor and Swiss; NAY: 0 (none); ABSENT: 3 (three) – Trustees Genc, Toofan and Vanco; ABSTAINING: 0 (none).

CORRESPONDENCE

There was no correspondence.

PUBLIC COMMENT

There was no public comment.

UNFINISHED BUSINESS (items for board action)

- a. **Per Capita Grant Requirement** Director Villarreal reminded the board to review Serving Our Public 4.0 for the per capita grant requirement.
- b. **Audit for FY 2022-2023** Director Villarreal informed the board that the audit for fiscal year 2022-2023 is ongoing.
- c. **Engberg Anderson proposal to investigate water infiltration** Following discussion, Trustee Avallone moved to approve the Engberg Anderson proposal. The motion was seconded by Trustee Eck and passed on the following vote: AYE: 4 (four) – Trustees Avallone, Eck, Piklor and Swiss; NAY: 0 (none); ABSENT: 3 (three) – Trustees Genc, Toofan and Vanco; ABSTAINING: 0 (none).
- d. **Arbitrage Proposal** Following discussion, this item was tabled.
- e. **Decennial Meeting** Following discussion, possible meeting dates were proposed.

f. Miscellaneous (discussion only) There were no miscellaneous items.

NEW BUSINESS (items for board action)

g. Passage and approval Ordinance No. 2023-2024-3 “An Ordinance Levying Taxes for the Fiscal Year 2023-2024” Following discussion, Trustee Avallone moved to pass and approve Ordinance No. 2023-2024-3 “An Ordinance Levying Taxes for the Fiscal Year 2023-2024”. The motion was seconded by Trustee Piklor and passed on the following vote: AYE: 4 (four) – Trustees Avallone, Eck, Piklor and Swiss; NAY: 0 (none); ABSENT: 3 (three) – Trustees Genc, Toofan and Vanco; ABSTAINING: 0 (none).

h. Approval of minimum wage increase Following discussion, Trustee Eck moved to approve the minimum wage increase. The motion was seconded by Trustee Swiss and passed on the following vote: AYE: 4 (four) – Trustees Avallone, Eck, Piklor and Swiss; NAY: 0 (none); ABSENT: 3 (three) – Trustees Genc, Toofan and Vanco; ABSTAINING: 0 (none).

i. Sexual Harassment training deadline Director Villarreal informed the board of library trustees that the sexual harassment training deadline is December 31, 2023.

j. Employee Handbook Vacation & Sick Time Revision Following discussion, this item was tabled.

k. Narcan Training Following discussion, this item was tabled.

l. Miscellaneous (discussion only) There were no miscellaneous items.

ADJOURNMENT

Trustee Avallone moved that the meeting be adjourned. The motion was seconded by Trustee Swiss and passed on the following vote: AYE: 4 (four) – Trustees Avallone, Eck, Piklor and Swiss; NAY: 0 (none); ABSENT: 3 (three) – Trustees Genc, Toofan and Vanco; ABSTAINING: 0 (none). The meeting was adjourned by President Pro-Tempore Eck at 7:43 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 December 19, 2023:

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