

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

Regular Meeting Minutes – December 19, 2023

CALL TO ORDER AND ROLL CALL

The meeting was called to order at 6:30 p.m. by Secretary Swiss. Present and answering roll call were Trustees Avallone, Eck, Genc, Piklor, Swiss and Vanco. Present at the meeting were library staff members Melissa R. Villarreal and Han Song. Trustee Toofan was absent from the meeting. Also present was Mr. Jason Klrener.

APPROVAL OF MINUTES

The minutes of the November 21, 2023, regular board meeting were reviewed and discussed. Following discussion, Trustee Avallone moved that the minutes be approved. The motion was seconded by Trustee Vanco and passed on the following vote: AYE: 6 (six) – Trustees Avallone, Eck, Genc, Piklor, Swiss and Vanco; NAY: 0 (none); ABSENT: 1 (one) – Trustee Toofan; ABSTAINING: 0 (none).

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 Piklor and passed on the following vote: AYE: 6 (six) – Trustees Avallone, Eck, Genc, Piklor, Swiss and Vanco; NAY: 0 (none); ABSENT: 1 (one) – Trustee Toofan; 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

There were no committee reports.

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** Following discussion, Trustee Piklor moved to accept the Audit for FY 2022-2023. The motion was seconded by Trustee Avallone and passed on the following vote: AYE: 6 (six) – Trustees Avallone, Eck, Genc, Piklor, Swiss and Vanco; NAY: 0 (none); ABSENT: 1 (one) – Trustee Toofan; ABSTAINING: 0 (none).
- c. Arbitrage Proposal** Following discussion, Trustee Avallone moved to accept the arbitrage proposal. The motion was seconded by Trustee Vanco and passed on the following vote: AYE: 6 (six) – Trustees Avallone, Eck, Genc, Piklor, Swiss and Vanco; NAY: 0 (none); ABSENT: 1 (one) – Trustee Toofan; ABSTAINING: 0 (none).
- d. Decennial Meeting** Following discussion, possible meeting dates were proposed.
- e. Miscellaneous (discussion only)** Director Villarreal updated the board of library trustees on the implementation of MyLibro. The craft and hobby database was also discussed.

NEW BUSINESS (items for board action)

- f. Employee Handbook Revision vacation, sick time, and personal time**
Following discussion, Trustee Genc moved to approve the employee handbook revision. The motion was seconded by Trustee Eck and passed on the following vote: AYE: 6 (six) – Trustees Avallone, Eck, Genc, Piklor, Swiss and Vanco; NAY: 0 (none); ABSENT: 1 (one) – Trustee Toofan; ABSTAINING: 0 (none).
- g. Tax objection** This item was discussed no action was taken.
- h. Hiring of Circulation Clerks** Following discussion, Trustee Piklor moved to approve the hiring of Circulation Clerks Dulce Gonzalez and Rusty McQueen at a rate of \$13 per hour. The motion was seconded by Trustee Avallone and passed on the following vote: AYE: 6 (six) – Trustees Avallone, Eck, Genc, Piklor, Swiss and Vanco; NAY: 0 (none); ABSENT: 1 (one) – Trustee Toofan; ABSTAINING: 0 (none).
- i. Library in-service day January 15, 2024** Following discussion, Trustee Swiss moved to approve the library in-service day on January 15, 2024. The motion was seconded by Trustee Genc and passed on the following vote: AYE: 6 (six) – Trustees Avallone, Eck, Genc, Piklor, Swiss and Vanco; NAY: 0 (none); ABSENT: 1 (one) – Trustee Toofan; ABSTAINING: 0 (none).
- j. Miscellaneous (discussion only)** There were no miscellaneous items.

ADJOURNMENT

Trustee Piklor moved that the meeting be adjourned. The motion was seconded by Trustee Avallone and passed on the following vote: AYE: 6 (six) – Trustees Avallone, Eck, Genc, Piklor, Swiss and Vanco; NAY: 0 (none); ABSENT: 1 (one) – Trustee Toofan; ABSTAINING: 0 (none). The meeting was adjourned by President Vanco at 7:12 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 February 20, 2024:

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