

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

Regular Meeting Minutes – August 20, 2024

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, Swanick, Swiss and Vanco. Present at the meeting were library staff member Melissa R. Villarreal and Han Song. Mr. Roger Stevens of ATA Group was also present.

APPROVAL OF MINUTES

The minutes of the June 18, 2024, regular board meeting and the minutes of the July 29, 2024, special board meeting were reviewed and discussed. Following discussion, Trustee Genc moved that the minutes be approved with discussed changes. The motion was seconded by Trustee Eck and passed on the following vote: AYE: 7 (seven) – Trustees Avallone, Eck, Genc, Piklor, Swanick, Swiss and Vanco; NAY: 0 (none); ABSENT: 0 (none); ABSTAINING: 0 (none).

TREASURER’S REPORT

Mr. Roger Stevens of ATA Group presented on last fiscal year’s budget number. The treasurer’s reports were reviewed and discussed by the Board of Library Trustees. Following discussion, Trustee Piklor moved that the reports be approved as presented. The motion was seconded by Trustee Avallone and passed on the following vote: AYE: 7 (seven) – Trustees Avallone, Eck, Genc, Piklor, Swanick, Swiss and Vanco; NAY: 0 (none); ABSENT: 0 (none); 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. Decennial Committee** Director Villarreal relayed to the board of library trustees that the report for the decennial meeting is due in June 2025.

- b. Determination of staff salary increases, FY 2024-2025** Following discussion, Trustee Avallone moved to approve the increase staff salaries by 3% for Fiscal Year 2024-2025. The motion was seconded by Trustee Eck and passed on the following vote: AYE: 7 (seven) – Trustees Avallone, Eck, Genc, Piklor, Swanick, Swiss and Vanco; NAY: 0 (none); ABSENT: 0 (none); ABSTAINING: 0 (none).

- c. Holiday Closures for FY 2024-2025** Following discussion, Trustee Avallone moved to approve the Holiday Closure schedule for Fiscal Year 2024-2025 and add additional holiday closures. The motion was seconded by Trustee Genc and passed on the following vote: AYE: 7 (seven) – Trustees Avallone, Eck, Genc, Piklor, Swanick, Swiss and Vanco; NAY: 0 (none); ABSENT: 0 (none); ABSTAINING: 0 (none).

- d. Sealcoating Proposals** Following discussion, Trustee Genc moved to accept Strictly Sealcoating’s proposal. The motion was seconded by Trustee Piklor and passed on the following vote: AYE: 7 (seven) – Trustees Avallone, Eck, Genc, Piklor, Swanick, Swiss and Vanco; NAY: 0 (none); ABSENT: 0 (none); ABSTAINING: 0 (none).

- e. Landscape Proposals** This item was discussed, no action was taken.

- f. Server Proposal** Following discussion, Trustee Avallone moved to accept MMC Technology's server proposal. The motion was seconded by Trustee Vanco and passed on the following vote: AYE: 7 (seven) – Trustees Avallone, Eck, Genc, Piklor, Swanick, Swiss and Vanco; NAY: 0 (none); ABSENT: 0 (none); ABSTAINING: 0 (none).
- g. Computer Proposals** This item was discussed, no action was taken.
- h. Sunday Hours** This item was discussed, no action was taken.
- i. Hiring of Circulation Clerks** Following discussion, Trustee Piklor moved to approve the hiring of Circulation Clerks Fatima Giron, Sadie Both and Dawn Ranta at the hourly rate of \$14. The motion was seconded by Trustee Avallone and passed on the following vote: AYE: 7 (seven) – Trustees Avallone, Eck, Genc, Piklor, Swanick, Swiss and Vanco; NAY: 0 (none); ABSENT: 0 (none); ABSTAINING: 0 (none).
- j. Miscellaneous (discussion only)** Director Villarreal reminded the board of the upcoming election for trustee positions. Director Villarreal informed the board that election packets would be available.

NEW BUSINESS (items for board action)

- k. Resignation of Circulation Clerk** Following discussion, the board of library trustees accepted the resignation of Circulation Clerk Fatima Giron.
- l. Working Budget** Following discussion, Trustee Avallone moved to approve the working budget with changes. The motion was seconded by Trustee Vanco and passed on the following vote: AYE: 7 (seven) – Trustees Avallone, Eck, Genc, Piklor, Swanick, Swiss and Vanco; NAY: 0 (none); ABSENT: 0 (none); ABSTAINING: 0 (none).
- m. IPLAR** Following discussion, Trustee Swiss moved to approve the IPLAR. The motion was seconded by Trustee Avallone and passed on the following vote: AYE: 7 (seven) – Trustees Avallone, Eck, Genc, Piklor, Swanick, Swiss and Vanco; NAY: 0 (none); ABSENT: 0 (none); ABSTAINING: 0 (none).

- n. Reminder of Public Hearing for the Combined Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2024/2025 in Tentative Form** Director Villarreal reminded the board that the public hearing for the combined annual budget and appropriation ordinance for library purposes for the fiscal year 2024/2025 in tentative form would take place on September 17, 2024 at 6:30 PM.
- o. Land Survey Proposals** Following discussion, Trustee Avallone moved to accept Vanderstappen’s land survey proposal. The motion was seconded by Trustee Swanick and passed on the following vote: AYE: 7 (seven) – Trustees Avallone, Eck, Genc, Piklor, Swanick, Swiss and Vanco; NAY: 0 (none); ABSENT: 0 (none); ABSTAINING: 0 (none).
- p. Miscellaneous (discussion only)** There were no miscellaneous items.

ADJOURNMENT

Trustee Swiss moved that the meeting be adjourned. The motion was seconded by Trustee Vanco and passed on the following vote: AYE: 7 (seven) – Trustees Avallone, Eck, Genc, Piklor, Swanick, Swiss and Vanco; NAY: 0 (none); ABSENT: 0 (none); ABSTAINING: 0 (none). The meeting was adjourned by President Vanco at 9:00 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 17, 2024:

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