

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

Regular Meeting Minutes – November 19, 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 Eck, Genc, Swanick, Swiss and Vanco. Present at the meeting were library staff member Melissa R. Villarreal and Han Song. Trustees Avallone and Piklor were absent from the meeting.

APPROVAL OF MINUTES

The minutes of the October 15, 2024, regular board meeting were reviewed and discussed. Following discussion, Trustee Genc moved that the minutes be approved. The motion was seconded by Trustee Vanco and passed on the following vote: AYE: 5 (five) – Trustees Eck, Genc, Swanick, Swiss and Vanco; NAY: 0 (none); ABSENT: 2 (two) – Trustees Avallone and Piklor; 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 Eck and passed on the following vote: AYE: 5 (five) – Trustees Eck, Genc, Swanick, Swiss and Vanco; NAY: 0 (none); ABSENT: 2 (two) – Trustees Avallone and Piklor; 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 Requirements** Director Villarreal relayed to the board of library trustees to review Serving our Public 4.0 for the Per Capita Grant.
- b. Audit for FY 2023-2024** Director Villarreal informed the board of library trustees that the audit for FY 2023-2024 will be ready for the next board meeting.
- c. Miscellaneous (discussion only)** There were no miscellaneous items.

NEW BUSINESS (items for board action)

- d. Passage and approval of Ordinance No. 2024-2025-3 “An Ordinance Levying Taxes for the Fiscal Year 2024-2025”** Following discussion, Trustee Eck moved to pass and approve Ordinance No. 2024-2025-3 “An Ordinance Levying Taxes for the Fiscal Year 2024-2025”. The motion was seconded by Trustee Vanco and passed on the following vote: AYE: 5 (five) – Trustees Eck, Genc, Swanick, Swiss and Vanco; NAY: 0 (none); ABSENT: 2 (two) – Trustees Avallone and Piklor; ABSTAINING: 0 (none).
- e. Renewal of library district commercial package insurance plan** This item was discussed and tabled.
- f. Approval of minimum wage increase** Following discussion, Trustee Genc moved to approve the minimum wage increase from \$14 to \$15 starting January 1, 2025. The motion was seconded by Trustee Vanco and passed on the following vote: AYE: 5 (five) – Trustees Eck, Genc, Swanick, Swiss and Vanco; NAY: 0 (none); ABSENT: 2 (two) – Trustees Avallone and Piklor; ABSTAINING: 0 (none).

- g. Cook and Kocher Insurance** Following discussion, the board of trustees asked Director Villarreal to gather more information.
- h. Pay Grade Project** This item was discussed, no action was taken.
- i. Sexual Harassment training deadline** Director Villarreal informed the board that the deadline to complete sexual harassment training is by December 31, 2024.
- j. Miscellaneous (discussion only)** Director Villarreal informed the board of an incident that occurred in the library. Board President Vanco inquired about whether the library should acquire a scooter for public use.

ADJOURNMENT

Trustee Genc moved that the meeting be adjourned. The motion was seconded by Trustee Swiss and passed on the following vote: AYE: 5 (five) – Trustees Eck, Genc, Swanick, Swiss and Vanco; NAY: 0 (none); ABSENT: 2 (two) – Trustees Avallone and Piklor; ABSTAINING: 0 (none). The meeting was adjourned by President Vanco at 8:08 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 17, 2024:

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