

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

Regular Meeting Minutes – July 15, 2025

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 Cook, Eck, Kahling, Piklor, Swiss and Vanco. Present at the meeting were library staff members Melissa Villarreal and Han Song. Also present at the meeting was Mr. Roger Stevens of ATA Group. Trustee Swanick was absent from the meeting.

APPROVAL OF MINUTES

The minutes of the June 17, 2025, regular board meeting was reviewed and discussed. Following discussion, Trustee Piklor moved that the minutes be approved. The motion was seconded by Trustee Vanco and passed on the following vote: AYE: 6 (six) – Trustees Cook, Eck, Kahling, Piklor, Swiss and Vanco; NAY: 0 (none); ABSENT: 1 (one) – Trustee Swanick; ABSTAINING: 0 (none).

TREASURER’S REPORT

Mr. Roger Stevens of ATA Group presented to the board of library trustees on the library’s financials for the previous fiscal year. The treasurer’s report was 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 Cook, Eck, Kahling, Piklor, Swiss and Vanco; NAY: 0 (none); ABSENT: 1 (one) – Trustee Swanick; 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. **Fox Lake District Library's stance on IMLS funding** Following discussion, the board of library trustees requested a draft be ready for the next month's board meeting.
- b. **Miscellaneous (discussion only)** There were no miscellaneous items.

NEW BUSINESS (items for board action)

- c. **Approval and Passage of Ordinance Number 2025/2026-1 "Combined Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2025-2026 in Tentative Form"** Following discussion, Trustee Piklor moved to approve and pass Ordinance Number 2025/2026-1 "Combined Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2025-2026 in Tentative Form". The motion was seconded by Trustee Eck and passed on the following vote: AYE: 6 (six) – Trustees Cook, Eck, Kahling, Piklor, Swiss and Vanco; NAY: 0 (none); ABSENT: 1 (one) – Trustee Swanick; ABSTAINING: 0 (none).
- d. **Setting Date of Public Hearing for the Combined Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2025/2026 in Tentative Form** Following discussion, the date of the Public Hearing for the Combined Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2025/2026 in Tentative Form was set for September 16, 2025 at 6:30 PM.

- e. **Library Banking** Following discussion, Trustee Swiss moved to approve the library's commercial banking account with fraud protection. The motion was seconded by Trustee Cook and passed on the following vote: AYE: 6 (six) – Trustees Cook, Eck, Kahling, Piklor, Swiss and Vanco; NAY: 0 (none); ABSENT: 1 (one) – Trustee Swanick; ABSTAINING: 0 (none).
- f. **Library Policy Updates** Following discussion, the board of library trustees called for committee meetings to be held to discuss this topic further.
- g. **Library Bylaws** Following discussion, the board of library trustees called for committee meetings to be held to discuss this topic further.
- h. **Holiday Closures FY 2025-2026** Following discussion, Trustee Cook moved to approve the holiday closure schedule. The motion was seconded by Trustee Vanco and passed on the following vote: AYE: 6 (six) – Trustees Cook, Eck, Kahling, Piklor, Swiss and Vanco; NAY: 0 (none); ABSENT: 1 (one) – Trustee Swanick; ABSTAINING: 0 (none).
- i. **Hiring of Circulation Clerk** Director Villarreal informed the board of library trustees that Will Larsen was hired to the position of Circulation Clerk at the hourly rate of \$15.
- j. **Staff in Service Day** Following discussion, the board of library trustees decided to close the library from 9 AM to 12 PM on Friday, August 22, 2025 for a staff in service day.
- k. **Miscellaneous (discussion only)** Director Villarreal talked about the need for new library furniture. Volunteers were sought for the annual board book audit. Trustees Cook and Kahling were volunteered. Library space reorganization was also discussed. The board of library trustees were informed that the library has received a letter from the State Librarian about the dispersal of Per Capita Grant Funds. A discussion was had about how to spend the funds.

ADJOURNMENT

Trustee Kahling moved that the meeting be adjourned. The motion was seconded by Trustee Cook and passed on the following vote: AYE: 6 (six) – Trustees Cook, Eck, Kahling, Piklor, Swiss and Vanco; NAY: 0 (none); ABSENT: 1 (one) – Trustee Swanick; ABSTAINING: 0 (none). The meeting was adjourned by President Vanco at 8:30 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 August 19, 2025:

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