

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

Regular Meeting Minutes – August 19, 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, Swanick, Swiss and Vanco. Present at the meeting were library staff members Melissa Villarreal and Han Song. Trustee Piklor was absent from the meeting.

APPROVAL OF MINUTES

The minutes of the July 15, 2025, regular board meeting was reviewed and discussed. Following discussion, Trustee Cook 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, Swanick, Swiss and Vanco; NAY: 0 (none); ABSENT: 1 (one) – Trustee Piklor; ABSTAINING: 0 (none).

TREASURER’S REPORT

The treasurer’s report was reviewed and discussed by the Board of Library Trustees. Following discussion, Trustee Swanick moved that the reports be approved as presented. The motion was seconded by Trustee Kahling and passed on the following vote: AYE: 6 (six) – Trustees Cook, Eck, Kahling, Swanick, Swiss and Vanco; NAY: 0 (none); ABSENT: 1 (one) – Trustee 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 a letter from staff member, Ann Ryan, thanking the board of library trustees.

PUBLIC COMMENT

There was no public comment.

UNFINISHED BUSINESS (items for board action)

- a. Library Policy Updates** This item was tabled.
- b. Library Bylaws** This item was tabled
- c. Miscellaneous (discussion only)** There were no miscellaneous items.

NEW BUSINESS (items for board action)

- d. Approval and Passage of Library Working Budget FY 2025-2026”** Following discussion, Trustee Swiss moved to approve and pass the library working budget for FY 2025-2026. The motion was seconded by Trustee Eck and passed on the following vote: AYE: 6 (six) – Trustees Cook, Eck, Kahling, Swanick, Swiss and Vanco; NAY: 0 (none); ABSENT: 1 (one) – Trustee Piklor; ABSTAINING: 0 (none).
- e. Reminder of Public Hearing for the Combined Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2025/2026 in Tentative Form** Director Villarreal reminded the board of library trustees that 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.

- f. IPLAR** Following discussion, the board of trustees approved the contents of the IPLAR and tasked administration with submitting the report to the Illinois State Library.
- g. Library Hours** This item was discussed, no action was taken.
- h. Resignation of Library Associates** Director Villarreal informed the board of library trustees that children's library associates Drew Hinkle and Ann Ryan submitted their resignations.
- i. Honorary Resolution** Following discussion, this item was tabled.
- j. Surveillance System proposal** Following discussion, the board of library trustees tasked administration to acquire more proposals from other vendors.
- k. Transparency in decision-making process** This item was discussed, no action was taken.
- l. Miscellaneous (discussion only)** Director Villarreal informed the board of library trustees that a letter was sent by the Illinois Office of the Secretary of State. The board of library trustees were asked on their opinion of a possible fish tank for the library. Director Villarreal informed the board of library trustees about the potential hiring of an Adult Services Manager.

ADJOURNMENT

Trustee Eck moved that the meeting be adjourned. The motion was seconded by Trustee Swanick and passed on the following vote: AYE: 6 (six) – Trustees Cook, Eck, Kahling, Swanick, Swiss and Vanco; NAY: 0 (none); ABSENT: 1 (one) – Trustee Piklor; ABSTAINING: 0 (none). The meeting was adjourned by President Vanco at 8:55 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 16, 2025:

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