

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

Regular Meeting Minutes – October 21, 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, Kahling, Swiss and Vanco. Present at the meeting were library staff members Melissa Villarreal and Han Song. Also present were members of the public, Mr. Albert Eck and Mrs. Diane Surr. Trustees Piklor and Swanick were absent.

APPROVAL OF MINUTES

The minutes of the September 16, 2025, public hearing and regular board meeting were reviewed and discussed. Following discussion, Trustee Kahling moved that the minutes be approved. The motion was seconded by Trustee Cook and passed on the following vote: AYE: 4 (four) – Trustees Cook, Kahling, Swiss and Vanco; NAY: 0 (none); ABSENT: 2 (two) – Trustees Piklor and Swanick; ABSTAINING: 0 (none).

TREASURER’S REPORT

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 Vanco and passed on the following vote: AYE: 4 (four) – Trustees Cook, Kahling, Swiss and Vanco; NAY: 0 (none); ABSENT: 2 (two) – Trustees Piklor and 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. **Miscellaneous (discussion only)** Trustee Kahling brought up for discussion an online tool for trustee use.

NEW BUSINESS (items for board action)

- b. **Appointment of Trustee** Following discussion, this item was tabled.
- c. **Discussion of passage of tax levy ordinance** Director Villarreal relayed to the board of library trustees the procedure for the tax levy ordinance for the next board meeting.
- d. **Resolution to determination of amount of funds necessary to be raised by taxation for the fiscal year 2025/2026 per Truth in Taxation law** Following discussion, Trustee Swiss moved to pass the resolution to determine amount of funds necessary to be raised by taxation for fiscal year 2025/2026. The motion was seconded by Trustee Cook and passed on the following vote: AYE: 4 (four) – Trustees Cook, Kahling, Swiss and Vanco; NAY: 0 (none); ABSENT: 2 (two) – Trustees Piklor and Swanick; ABSTAINING: 0 (none).

- e. **Approval of continued membership in LIMRiCC employee health insurance group and of policies regarding** Following discussion, Trustee Swiss moved to approve the continued membership in LIMRiCC employee health insurance group and of policies regarding. The motion was seconded by Trustee Vanco and passed on the following vote: AYE: 4 (four) – Trustees Cook, Kahling, Swiss and Vanco; NAY: 0 (none); ABSENT: 2 (two) – Trustees Piklor and Swanick; ABSTAINING: 0 (none).

- f. **Engagement of auditor for FY 2024-2025** Following discussion, Trustee Swiss moved to approve the engagement of the auditor, Evoy, Kamschulte, Jacobs & Co for FY 2024-2025. The motion was seconded by Trustee Cook and passed on the following vote: AYE: 4 (four) – Trustees Cook, Kahling, Swiss and Vanco; NAY: 0 (none); ABSENT: 2 (two) – Trustees Piklor and Swanick; ABSTAINING: 0 (none).

- g. **Snow removal proposal** Following discussion, the board of library trustees decided to go with Fox Landscaping for the snow removal for winter 2025/2026.

- h. **Library Furniture proposal** Following discussion, Trustee Kahling moved to accept the library furniture proposal by Engberg Anderson. The motion was seconded by Trustee Swiss and passed on the following vote: AYE: 4 (four) – Trustees Cook, Kahling, Swiss and Vanco; NAY: 0 (none); ABSENT: 2 (two) – Trustees Piklor and Swanick; ABSTAINING: 0 (none).

- i. **Miscellaneous (discussion only)** Director Villarreal asked the board of library trustees for a possible staff in service day for training.

ADJOURNMENT

Trustee Swiss moved that the meeting be adjourned. The motion was seconded by Trustee Cook and passed on the following vote: AYE: 4 (four) – Trustees Cook, Kahling, Swiss and Vanco; NAY: 0 (none); ABSENT: 2 (two) – Trustees Piklor and Swanick; ABSTAINING: 0 (none). The meeting was adjourned by President Vanco at 7:33 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 October 21, 2025:

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