

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

**Regular Meeting Minutes – November 18, 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, Piklor, Swanick, Swiss and Vanco. Present at the meeting were library staff members Melissa Villarreal, Han Song and Hannah Marschall.

**APPROVAL OF MINUTES**

The minutes of the October 21, 2025, regular board meeting was reviewed and discussed. Following discussion, Trustee Swanick moved that the minutes be approved. The motion was seconded by Trustee Cook and passed on the following vote: AYE: 6 (six) – Trustees Cook, Kahling, Piklor, Swanick, Swiss and Vanco; NAY: 0 (none); ABSENT: 0 (none); 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 Piklor and passed on the following vote: AYE: 6 (six) – Trustees Cook, Kahling, 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**

The Trustees reviewed the minutes from the October 21, 2025 Committee as a Whole meeting and approved them.

## **CORRESPONDENCE**

There was no correspondence.

## **PUBLIC COMMENT**

There was no public comment.

## **UNFINISHED BUSINESS (items for board action)**

- a. Appointment of Trustee** Following discussion, this item was tabled.
- b. Miscellaneous (discussion only)** Trustee Piklor brought up for discussion the library's display case.

## **NEW BUSINESS (items for board action)**

- c. Passage and approval of Ordinance No. 2025-2026-3 “An Ordinance Levying Taxes for the Fiscal Year 2025-2026”** Following discussion, Trustee Swanick moved to pass and approve Ordinance No. 2025-2026-3 “An Ordinance Levying Taxes for the Fiscal Year 2025-2026.” The motion was seconded by Trustee Piklor and passed on the following vote: AYE: 6 (six) – Trustees Cook, Kahling, Piklor, Swanick, Swiss and Vanco; NAY: 0 (none); ABSENT: 0 (none); ABSTAINING: 0 (none).
- d. Treasurer’s Report of Receipts and Disbursements, fiscal year 2024-2025** Following discussion, Trustee Swiss moved to accept the Treasurer’s Report of Receipts and Disbursements for fiscal year 2024-2025. The motion was seconded by Trustee Kahling and passed on the following vote: AYE: 6 (six) – Trustees Cook, Kahling, Piklor, Swanick, Swiss and Vanco; NAY: 0 (none); ABSENT: 0 (none); ABSTAINING: 0 (none).

**e. Policy and Procedure for Immigration Authority Visits to the Library**

Following discussion, Trustee Swiss moved to adopt the Policy and Procedure for Immigration Authority Visits to the Library with discussed changes. The motion was seconded by Trustee Vanco and passed on the following vote: AYE: 6 (six) – Trustees Cook, Kahling, Piklor, Swanick, Swiss and Vanco; NAY: 0 (none); ABSENT: 0 (none); ABSTAINING: 0 (none).

**f. Per Capita Grant Requirements** Director Villarreal informed the board of library trustees to review Serving our Public 4.0 for the Per Capita Grant.

**g. Sexual Harassment training deadline** Director Villarreal relayed to the board of library trustees that the sexual harassment training deadline is at the end of December.

**h. Miscellaneous (discussion only)** There were no miscellaneous items.

## **ADJOURNMENT**

Trustee Piklor moved that the meeting be adjourned. The motion was seconded by Trustee Cook and passed on the following vote: AYE: 6 (six) – Trustees Cook, Kahling, Piklor, Swanick, Swiss and Vanco; NAY: 0 (none); ABSENT: 0 (none); ABSTAINING: 0 (none). The meeting was adjourned by President Vanco at 7:36 p.m.

Respectfully submitted,

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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 16, 2025:

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