

**Crystal Lake Public Library
Board of Trustees**

Minutes Regular Meeting – January 17, 2018

Call to Order: The Regular Meeting of the Crystal Lake Public Library Board of Trustees was called to order by President Chuck Ebann at 7:00 pm in the Ames Meeting Room at the Library.

Don Peters was appointed Secretary Pro Tem due to Monica Szalaj’s absence.

Roll Call:

Present: Chuck Ebann, John Engebretson, Alice Fellers, Stacey Lorenz, Don Peters

Absent: James Becker (participated by phone 7:11pm), Terri Reece, Monica Szalaj, William Weller

Other: none

Staff Present: Kathryn I. Martens, Library Director; Karen Migaldi, Assistant Director; Nan Goerlitz, Recording Secretary; Cheryl Riendeau, Business Office Manager; Stephanie Price, Public Relations Coordinator; Becky Fyolek, Head of Youth Services; Cynthia Lopuszynski, Head of Adult Services; Pamela Miller, Head of Circulation Services; Penny Ramirez, Head of Technical & Automation Services

Public Comment: none

Board Development: The Board watched a video provided by ALA & United for Libraries. Each Board Member was asked to complete the self-evaluation provided in their packets and return it to the Library Director by February 9, 2018.

Consent Agenda: It was moved by Don Peters and seconded by John Engebretson to approve the consent agenda including Items V. A and E.

V. A. Approval of minutes of previous meeting(s) – Approve the minutes of the Regular Meeting of December 20, 2017.

V. E. Financial reports – Approve the Financial Report for FY 17/18 as of December 31, 2017.

Voice Vote: Aye- 5; Nay- 0; Absent- 4; Abstain- 0; Motion Passed.

Approval of Disbursements: It was moved by Don Peters and seconded by John Engebretson to approve the disbursements in the total amount of \$346,009.36 as follows:

	<u>Total</u>
Operating Fund	285,124.14
Construction & Repair Fund	7,935.45
Special Reserve	17,744.02
Gift & Memorial Funds	206.46
IMRF/FICA Funds	34,999.29
Grand Total:	<hr/> \$346,009.36

Roll Call:

Aye: Chuck Ebann, John Engebretson, Alice Fellers, Stacey Lorenz, Don Peters

Nay: none

Absent: James Becker, Monica Szalaj, Terri Reece, William Weller

Abstain: none

Motion Passed.

Board Action:

A) FY 16/17 Audit: The Board received and reviewed the Audit for FY 16/17.

B) Strategic Initiatives – update & discussion: A representative from Library Strategies will be at the February 21, 2018 Board meeting to discuss strategic planning options. The Director outlined the staff's strategic initiatives for 2018.

Board Discussion: none

Executive Session: It was moved by John Engebretson and seconded by Don Peters to move into Executive Session for discussion of Executive Session minutes, and to allow Kathryn I. Martens and Karen Migaldi to remain for the Executive Session at 7:37 pm.

Roll Call:

Aye: Chuck Ebann, John Engebretson, Alice Fellers, Stacey Lorenz, Don Peters

Nay: none

Absent: James Becker, Monica Szalaj, Terri Reece, William Weller

Abstain: none

Motion Passed.

The Board came out of Executive Session at 7:44 pm.

Release of Executive Session Minutes: It was moved by Don Peters and seconded by John Engebretson to approve release of the following Executive Session minutes from Library Board meetings and approve destruction of the recordings 18 months after the date of the recorded meeting: 9/21/16, 12/7/16, 12/21/16, 5/17/17, and 6/21/17.

Voice Vote: Aye-5; Nay-0; Absent-4; Abstain-0; Motion Passed.

Adjournment:

It was moved by John Engebretson and seconded by Stacey Lorenz to adjourn.

Voice Vote: Aye- 5; Nay- 0; Absent- 4; Abstain- 0; Motion Passed.

Time: 7:46 pm

Don Peters, Secretary Pro Tem