

**Crystal Lake Public Library
Board of Trustees**

Minutes Regular Meeting – April 18, 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.

Roll Call:

Present: James Becker, Chuck Ebann, Alice Fellers, Stacey Lorenz, Don Peters, Terri Reece, Monica Szalaj, William Weller

Absent: John Engebretson

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; Pamela Miller, Head of Circulation Services; Cynthia Lopuszynski, Head of Adult Services; Penny Ramirez, Head of Technical & Automation Services

Public Comment: none

Board Development: Penny gave the Board an overview of the selection process for the new Integrated Library System, Polaris, as well as a walkthrough of the new online catalog.

Consent Agenda: It was moved by Don Peters and seconded by Monica Szalaj 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 March 14, 2018.

V. E. Financial reports – Approve the Financial Report for FY 17/18 as of March 31, 2018.

Voice Vote: Aye- 8; Nay- 0; Absent- 1; Abstain- 0; Motion Passed.

Approval of Disbursements: It was moved by Terri Reece and seconded by Don Peters to approve the disbursements in the total amount of \$347,736.40 as follows:

	<u>Total</u>
Operating Fund	307,766.18
Construction & Repair Fund	2,572.07
Special Reserve	291.49
Gift & Memorial Funds	1,164.30
IMRF/FICA Funds	35,942.36
Grand Total:	\$347,736.40

Roll Call:

Aye: James Becker, Chuck Ebann, Alice Fellers, Stacey Lorenz, Don Peters, Terri Reece, Monica Szalaj, William Weller

Nay: none

Absent: John Engebretson

Abstain: none

Motion Passed.

Board Action:

A) Personnel Committee recommendations

1. FY 18/19 Salary Scale approval: **It was moved by William Weller and seconded by Don Peters to approve the Classification and Pay Ranges for FY 18/19 effective May 1, 2018 as recommended by the Personnel Committee.**

Voice Vote: Aye- 8; Nay- 0; Absent- 1; Abstain- 0; Motion Passed.

2. FY 18/19 merit increases: **It was moved by William Weller and seconded by Don Peters to approve the recommendation from the Personnel Committee to establish FY 18/19 merit increases at 2.5% for Meets Requirements, 3% for More Than Meets Requirements, and 3.5% for Exceeds Requirements effective May 6, 2018 (beginning of the first full payroll in FY 18/19).**

Roll Call:

Aye: James Becker, Chuck Ebann, Alice Fellers, Stacey Lorenz, Don Peters, Terri Reece, Monica Szalaj, William Weller

Nay: none

Absent: John Engebretson

Abstain: none

Motion Passed.

Board Discussion: William referenced Roger Ritzman's memo on the ruling that emails/texts on private devices are subject to FOIA. Alice asked if the Library is involved in celebrating Illinois' bicentennial. Christine Ticknor is CLPL's representative working with the Crystal Lake Historical Society on that effort. William handed out the form for the annual evaluation of the Library Director.

Adjournment:

It was moved by Don Peters and seconded by William Weller to adjourn.

Voice Vote: Aye- 8; Nay- 0; Absent- 1; Abstain- 0; Motion Passed.

Time: 7:58 pm

Monica Szalaj, Secretary