

Crystal Lake Public Library
Board of Trustees
Minutes Regular Meeting – June 21, 2017

Call to Order: The Regular Meeting of the Crystal Lake Public Library Board of Trustees was called to order by President Terri Reece at 7:03 pm in the Ames Meeting Room at the Library.

Roll Call:

Present: Chuck Ebann, Ron Eberle, John Engebretson, Alice Fellers, Carol Heisler, Don Peters, Terri Reece, William Weller

Absent: Monica Szalaj

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; Cynthia Lopuszynski, Head of Adult Services; Pamela Miller, Head of Circulation Services; Penny Ramirez, Head of Technical & Automation Services; Christine Ticknor, Interim Head of Youth Services; Cyndi Hamann; Terri Smith

Public Comment: none

Board Development: Terri Smith, Christine Ticknor, and Cyndi Hamann shared how the 2017 Summer Reading Program was promoted in our local schools.

Reading and approval of minutes: It was moved by Don Peters and seconded by Ron Eberle to approve the minutes of the Regular Meeting of May 17, 2017.

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

Consent Agenda: Included in the Consent Agenda were communication items, the CLPL Public Relations and Development report ending June 9, 2017, the Library Director's Report for June 2017, and the Statistical Report for May 2017. It was moved by Chuck Ebann and seconded by Don Peters to approve the consent agenda.

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

Committee and Board Member reports:

Finance Committee: The minutes of the May 11, and June 7, 2017 meetings were in the packet.

Facilities Committee: The minutes of the May 19, 2017 meeting were in the packet.

Personnel Committee: The minutes of the May 23, 2017 meeting were in the packet.

Approval of Financial Reports: It was moved by Chuck Ebann and seconded by Don Peters to approve the Financial Report for FY 16/17 as of May 31, 2017.

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

Approval of Financial Reports: It was moved by Don Peters and seconded by Chuck Ebann to approve the Financial Report for FY 17/18 as of May 31, 2017.

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

Approval of Disbursements: It was moved by John Engebretson and seconded by Don Peters to approve the disbursements in the total amount of \$448,343.90 as follows:

	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>Total</u>
Operating Fund	49,228.72	341,286.65	390,515.37
IMRF/FICA Funds	8,465.01	43,408.79	51,873.80
Construction & Repair	0.00	2,381.41	2,381.41
Gift & Memorial Funds	526.12	3,007.20	3,533.32
Special Reserve Fund	0.00	40.00	40.00
Grand Total:	58,219.85	390,124.05	448,343.90

Roll Call:

Aye: Chuck Ebann, Ron Eberle, John Engebretson, Alice Fellers, Carol Heisler, Don Peters, Terri Reece, William Weller

Nay: none

Absent: Monica Szalaj

Abstain: none

Motion Passed.

Board Action:

A) Personnel

1. Staff Recognition Resolution: It was moved by Chuck Ebann and seconded by Don Peters to approve Library Resolution No. 1718-3.

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

2. Tuition Reimbursement: It was moved by Don Peters and seconded by Chuck Ebann to approve the recommended tuition reimbursement requests as follows:

- Kimberly Tipton for reimbursement of 50% of her tuition costs, up to \$500 per semester for summer 2017 and fall 2017 semesters, after the semester and evidence of a B or better grade.
- Terri Smith for reimbursement of 100% of her tuition costs, up to \$1,000 for fall 2017 semester, after the semester and evidence of a B or better grade.

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

- B) Insurance package – renewal for 17/18: It was moved by Chuck Ebann and seconded by Don Peters to approve the insurance package renewal for FY 17/18 effective July 8, 2017 through Lamb, Little & Co.

Roll Call:

Aye: Chuck Ebann, Ron Eberle, John Engebretson, Alice Fellers, Carol Heisler, Don Peters, Terri Reece, William Weller

Nay: none

Absent: Monica Szalaj

Abstain: none

Motion Passed.

- C) Nonresident fee – annual review & decision on participation: It was moved by John Engebretson and seconded by Don Peters to opt IN on selling Nonresident Cards using the tax bill method for the period 7/1/17-6/30/18.

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

- D) Prevailing wage – annual Ordinance: It was moved by Chuck Ebann and seconded by Don Peters to adopt the June 2017 Prevailing Wage Resolution No. 1718-2 with attached June 2017 Illinois Department of Labor Prevailing Wage Rate determination.

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

- E) Annual Reports

1. Illinois Public Library Annual Report – review & authorization to submit: It was moved by Don Peters and seconded by Chuck Ebann that
 - This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10
 - The FY 16/17 IPLAR is essential and correct
 - The Library Director, Board President, and Board Secretary are authorized to execute the document
 - The Library Director is authorized to submit the FY 16/17 IPLAR to the Illinois State Library

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

2. CLPL Annual Statistics: The Board reviewed and discussed the CLPL Annual Statistics.

- F) Nominating Committee for FY 17/18 officers: President Reece appointed Don Peters and William Weller to the Nominating Committee.

- G) Appointment of Treasurer pro-tem: Due to Carol Heisler's resignation effective 7/1/17, there will be a vacancy in the office of Treasurer. William Weller volunteered to cover the Treasurer's position in addition to being Vice President.

The Library Director will confer with counsel if this is acceptable. If there is an issue, Don Peters offered to fill the spot.

- H) Resolution of Appreciation: **It was moved by William Weller and seconded by Don Peters to approve Resolution No. 1718-4 thanking Carol Heisler for her service on the Library Board.**

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

It was moved by Chuck Ebann and seconded by Don Peters to approve Library Resolution No. 1718-5 thanking Ron Eberle for his service on the Library Board.

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

Board Discussion: Don Peters reported that 128 Listening Tour interviews have been completed with more scheduled in the near future.

Executive Session: **It was moved by William Weller and seconded by Chuck Ebann to move into Executive Session for the purposes of discussing personnel [5 ILCS 120/2(c)(1)] and to allow Kathryn I. Martens to remain for the Executive Session at 8:22 pm.**

Roll Call:

Aye: Chuck Ebann, Ron Eberle, John Engebretson, Alice Fellers, Carol Heisler, Don Peters, Terri Reece, William Weller

Nay: none

Absent: Monica Szalaj

Motion Passed.

The Board came out of Executive Session at 8:56 pm.

Adjournment:

It was moved by Chuck Ebann and seconded by Don Peters to adjourn.

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

Time: 9:00 pm

Chuck Ebann, Secretary

CRYSTAL LAKE PUBLIC LIBRARY RESOLUTION NO. 1718-2

A RESOLUTION ASCERTAINING THE PREVAILING RATE OF WAGES FOR LABORERS, MECHANICS, AND OTHER WORKERS ENGAGED IN THE CONSTRUCTION OF PUBLIC WORKS UNDER THE JURISDICTION OF THE CRYSTAL LAKE PUBLIC LIBRARY

WHEREAS, the State of Illinois has enacted “An ACT regulating wages of laborers, mechanics and other workers employed in any public works by the State, County, City or any public body or any political subdivision or by anyone under contract for public works.” Approved June 26, 1941, codified as amended, 820 ILCS 130/1 (1993), formerly Ill. Rev. Stat., Ch. 48, par. 39s-1 et seq.; and

WHEREAS, the aforesaid ACT requires that the Board of Library Trustees of the City of Crystal Lake, McHenry County, investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workers in the locality of McHenry County employed in performing the construction of public works for said Crystal Lake Public Library.

NOW THEREFORE, be it resolved by the Board of Library Trustees of the City of Crystal Lake:

SECTION 1: To the extent and as required by “An ACT regulating wages of laborers, mechanics and other workers employed in any public works by the State, County, City or any public works,” approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in the construction of public works coming under the jurisdiction of the Crystal Lake Public Library is hereby ascertained to be the same as the prevailing rate of wages for construction in the McHenry County area as determined by the Department of Labor of the State of Illinois as of the Department’s most recent determination on July 2015, a copy of that determination being attached hereto and incorporated herein by reference. As required by said ACT, any and all revisions of the prevailing rate of wages by the Department of Labor of the State of Illinois shall supersede the Department’s July 2015 determination and apply to any and all public works construction undertaken by the Crystal Lake Public Library. The definition of any terms appearing in this Resolution which are also used in the aforesaid ACT shall be the same as in said ACT.

SECTION 2: Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works construction of the Crystal Lake Public Library to the extent required by the aforesaid ACT.

SECTION 3: The Library Director, or designee, shall publicly post or keep available for inspection by any interested party in the main office of the Crystal Lake Public Library this determination or any revisions of such prevailing rate of wage. A copy of this determination or of the current revised determination of prevailing rate of wages then in effect shall be attached to all contract specifications.

SECTION 4: The Library Director, or designee, shall mail a copy of this determination to any employer, to any association of employers, and to any person or association of employees who

have filed their names and addresses, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

SECTION 5: The Library Director, or designee, shall promptly file, no later than July 15, a certified copy of this Resolution with the Illinois Department of Labor.

SECTION 6: The Library Director, or designee, shall cause to be published in a newspaper of general circulation within the area a copy of this Resolution, and such publication shall constitute notice that the determination is effective and that this is the determination of this public body.

PASSED this 21st day of June 2017.

President
Board of Library Trustees of the City of Crystal Lake

ATTEST: _____
Secretary
Board of Library Trustees of the City of Crystal Lake

Resolution

WHEREAS, the Crystal Lake Public Library has many longtime and excellent employees, and

WHEREAS, the Board of Library Trustees of the City of Crystal Lake desires to show its appreciation to those employees, and

WHEREAS, June 2, 2017 was Employee Service Recognition Day.

NOW THEREFORE, be it resolved that the Board of Library Trustees of the City of Crystal Lake hereby extends its appreciation to Judy Wooderson for five years of service to the Crystal Lake Public Library and its community.

DATE: June 21, 2017

**President
Board of Library Trustees of the City of Crystal Lake**

ATTEST: _____
**Secretary
Board of Library Trustees of the City of Crystal Lake**

Resolution of Appreciation

WHEREAS Carol Heisler has served as member of the Crystal Lake Public Library Board of Trustees since November 2003, and

WHEREAS the Board of Trustees is grateful for all she has contributed to the Library and the Board, and

WHEREAS she will be sorely missed;

NOW THEREFORE, be it resolved that the Board of Trustees of the Crystal Lake Public Library honors and thanks Carol Heisler for the following:

- ❖ For her 16+ years of service on the Board;
- ❖ For serving as President of the Board four years;
- ❖ For serving as Treasurer of the Board and Chair of the Finance Committee for five years;
- ❖ For serving on numerous Library Board Committees, including
 - Governance – five years, two as Chair
 - Personnel – nine years
 - Planning – seven years as Chair
 - Public Relations – two years
- ❖ For serving as a Library Board representative on the 100-year Anniversary Committee – a year-long effort;
- ❖ For leadership with the September Banned Books event for three consecutive years;
- ❖ For participation in public relations initiatives such as EXPO, Independence Day parade, community surveys, Johnny Appleseed, and the City's Centennial Committee;
- ❖ For all her special Library Staff recognition event coordination efforts;
- ❖ For her advocacy for public library services to the Crystal Lake community; and
- ❖ For her leadership.

For all of these things and more the Board thanks and salutes Carol.

Resolution of Appreciation

WHEREAS Ron Eberle has served as member of the Crystal Lake Public Library Board of Trustees since March 2013, and

WHEREAS the Board of Trustees is grateful for all he has given to the Library and the Board, through service on the Finance, Personnel and Planning Committees,

NOW THEREFORE, be it resolved that the Board of Trustees of the Crystal Lake Public Library thanks Ron Eberle for his service to the Crystal Lake Community and for being an advocate for public library services.