

**Crystal Lake Public Library
Board of Trustees**

Minutes Regular Meeting – July 19, 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 7:02 pm in the Ames Meeting Room at the Library.

Oath of Office: The Oath of Office was taken and signed by all Board Members in attendance.

Roll Call:

Present: Chuck Ebann, John Engebretson, Alice Fellers, Don Peters, Terri Reece, William Weller

Absent: Monica Szalaj

Other: James Becker

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: Cynthia Lopuszynski reviewed several databases available at or through the Library.

Reading and approval of minutes: It was moved by Don Peters and seconded by John Engebretson to approve the minutes of the Regular Meeting of June 21, 2017.

Voice Vote: Aye-6; 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 July 13, 2017, and the Library Director's Report for July 2017. It was moved by Chuck Ebann and seconded by Don Peters to approve the consent agenda.

Voice Vote: Aye- 6; Nay- 0; Absent- 1; Abstain- 0; Motion Passed.

At the request of William Weller, the communication item on the Algonquin Library was removed from the Consent Agenda and discussed after.

Committee and Board Member reports:

Facilities Committee: The minutes of the June 27, 2017 meeting were in the packet.

Approval of Financial Reports: It was moved by Don Peters and seconded by John Engebretson to approve the Financial Report for FY 16/17 as of June 30, 2017.

Voice Vote: Aye- 6; Nay- 0; Absent- 1; Abstain- 0; Motion Passed.

Approval of Financial Reports: It was moved by John Engebretson and seconded by Don Peters to approve the Financial Report for FY 17/18 as of June 30, 2017.

Voice Vote: Aye- 6; 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 \$324,354.68 as follows:

| | |
|-----------------------|--------------------|
| | <u>Total</u> |
| Operating Fund | 268,382.89 |
| Construction & Repair | 7,351.12 |
| Special Reserve | 12,346.00 |
| Gift & Memorial Funds | 1,262.42 |
| IMRF/FICA Funds | 35,012.25 |
| Grand Total: | <hr/> \$324,354.68 |

Roll Call:

Aye: Chuck Ebann, John Engebretson, Alice Fellers, Don Peters, Terri Reece, William Weller

Nay: none

Absent: Monica Szalaj

Abstain: none

Motion Passed.

Approval of Disbursements: It was moved by John Engebretson and seconded by Don Peters to approve employee expense reimbursements, to attend the American Library Association Annual Conference, which exceeded the pre-approved amounts per the attached spreadsheet.

Roll Call:

Aye: Chuck Ebann, John Engebretson, Alice Fellers, Don Peters, Terri Reece, William Weller

Nay: none

Absent: Monica Szalaj

Abstain: none

Motion Passed.

Board Action:

A) Approve 2018 Calendars

1. Library Board meetings: It was moved by Don Peters and seconded by Chuck Ebann to approve the 2018 meeting dates for the Crystal Lake Public Library Board of Trustees per the attached schedule.

Voice Vote: Aye- 6; Nay- 0; Absent- 1; Abstain- 0; Motion Passed.

2. Library Closings: It was moved by John Engebretson and seconded by Don Peters to approve the 2018 Scheduled Library Closings for the Crystal Lake Public Library per the attached schedule.

Voice Vote: Aye- 6; Nay- 0; Absent- 1; Abstain- 0; Motion Passed.

B) Election of Officers for FY 17/18: It was moved by Don Peters and seconded by Chuck Ebann to close the nominations and elect the following Slate of Officers for FY 17/18 as presented by the Nominating Committee.

| | |
|------------------------|-------------------------|
| President: | Chuck Ebann |
| Vice-President: | Terri Reece |
| Treasurer: | John Engebretson |
| Secretary: | Monica Szalaj |

Voice Vote: Aye- 6; Nay- 0; Absent- 1; Abstain- 0; Motion Passed.

C) Banking Resolution: It was moved by John Engebretson and seconded by Don Peters to approve Library Resolution 1718-6 – Banking Resolution.

Voice Vote: Aye- 6; Nay- 0; Absent- 1; Abstain- 0; Motion Passed.

Board Discussion: The Library Director introduced the Library's new Head of Youth Services, Becky Fyolek. She also announced that the Library's float had won the Showstopper Award in the City's Independence Parade, and that a FOIA request had been submitted for parade expenses.

Adjournment:

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

Voice Vote: Aye- 6; Nay- 0; Absent- 1; Abstain- 0; Motion Passed.

Time: 8:05 pm

Chuck Ebann, Secretary

Crystal Lake Public Library
REGULAR MEETING DATES
LIBRARY BOARD OF TRUSTEES
January-December 2018

The Library Board of Trustees meets at 7:00 pm at the
Library, 126 Paddock Street, Crystal Lake.

January 17, 2018

February 21, 2018

March 14, 2018⁽¹⁾

April 18, 2018

May 16, 2018

June 20, 2018

July 18, 2018

August 15, 2018

September 19, 2018

October 17, 2018

November 14, 2018⁽²⁾

December 19, 2018

(1) 2nd Wed due to Public Library Association Conf schedule

(2) 2nd Wed due to Thanksgiving eve

**Crystal Lake Public Library
SCHEDULED LIBRARY
CLOSINGS 2018**

| | |
|----------------------------------|-------------------------------|
| January 1, 2018 (Mon) | New Year's Day |
| April 1, 2018 (Sun) | Easter Sunday |
| May 28, 2018 (Mon) | Memorial Day |
| July 4, 2018 (Wed) | Fourth of July |
| September 3, 2018 (Mon) | Labor Day |
| November 11, 2018 (Sun) | Veteran's Day |
| November 21, 2018 (Wed) | Close at 5 p.m. |
| November 22, 2018 (Thurs) | Thanksgiving Day |
| November 23, 2018 (Fri) | Day after Thanksgiving |
| December 24, 2018 (Mon) | Christmas Eve |
| December 25, 2018 (Tue) | Christmas Day |
| December 31, 2018 (Mon) | New Year's Eve |

Closed 9-12 the first Friday of each month for Staff Meetings and training.

Crystal Lake Public Library Resolution No. 1718-6

Be it resolved that Associated Bank, Illinois National Bank, Home State Bank, The Illinois Funds and others chosen by the Treasurer of the Crystal Lake Public Library Board of Trustees are designated as depositories for the funds, or a portion thereof, of the Crystal Lake Public Library, and that its authorized agents may deposit, and/or negotiate all checks, drafts, notes, bills of exchange, and order of payment of money, either belonging to or coming into this organization. Endorsement for deposit may be written or stamped without designation of the person making the endorsement.

Be it further resolved that any two of the following are authorized to sign any and all checks, drafts, and orders:

President

Vice-President

Secretary

Treasurer

Kathryn I. Martens, Library Director

Be it further resolved that each of the foregoing resolutions, directions, and instructions shall continue in force until express written rescission or modification is received by the depositories.

By: _____
Secretary, Board of Library Trustees of the City of Crystal Lake

Date