

**Crystal Lake Public Library
Board of Trustees**

Minutes Regular Meeting – August 15, 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 Feller (7:01pm), Don Peters, Terri Reece, Monica Szalaj

Absent: John Engebretson, Stacey Lorenz, William Weller

Other: Wayne Mitchell, Martha Mitchell

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; Penny Ramirez, Head of Technical & Automation Services; Nancy Weber, Head of Adult Services

Public Comment: Mr. & Mrs. Mitchell each addressed the Board with questions and opinions regarding the community's need for a new Library building.

Board Development: Becky Fyolek and Nancy Weber presented their analyses of the Annual Statistics with respect to each of their departments.

Consent Agenda: It was moved by Don Peters and seconded by Terri Reece 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 July 18, 2018 as amended.

V. E. 1. Financial reports – Approve the Financial Report for FY 17/18 as of July 31, 2018.

V. E. 2. Financial reports – Approve the Financial Report for FY 18/19 as of July 31, 2018.

Voice Vote: Aye- 6; Nay- 0; Absent- 3; 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 \$338,939.17 as follows:

	<u>Total</u>
Operating Fund	275,977.65
Construction & Repair Fund	27,593.38
Gift & Memorial Funds	322.49
IMRF/FICA Funds	35,045.65
Grand Total:	<hr/> 338,939.17

Roll Call:

Aye: James Becker, Chuck Ebann, Alice Fellers, Don Peters, Terri Reece, Monica Szalaj

Nay: none

Absent: John Engebretson, Stacey Lorenz, William Weller

Abstain: none

Motion Passed.

Board Action:

A) Adopt resolutions allocating Funds

1. FY 17/18 Operating Fund Balance: It was moved by Don Peters and seconded by Monica Szalaj to approve Library Resolution No. 1819-3 and to authorize the Board President and Secretary to execute the document and the Library Director to forward the information to the City of Crystal Lake.

Roll Call:

Aye: James Becker, Chuck Ebann, Alice Fellers, Don Peters, Terri Reece, Monica Szalaj

Nay: none

Absent: John Engebretson, Stacey Lorenz, William Weller

Abstain: none

Motion Passed.

2. FY 17/18 FICA Fund Balance: It was moved by Don Peters and seconded by Terri Reece to approve Library Resolution No. 1819-4 and to authorize the Board President and Secretary to execute the document and the Library Director to forward the information to the City of Crystal Lake.

Roll Call:

Aye: James Becker, Chuck Ebann, Alice Fellers, Don Peters, Terri Reece, Monica Szalaj

Nay: none

Absent: John Engebretson, Stacey Lorenz, William Weller

Abstain: none

Motion Passed.

3. FY 17/18 IMRF Fund Balance: It was moved by Don Peters and seconded by Terri Reece to approve Library Resolution No. 1819-5 and to authorize the Board President and Secretary to execute the document and the Library Director to forward the information to the City of Crystal Lake.

Roll Call:

Aye: James Becker, Chuck Ebann, Alice Fellers, Don Peters, Terri Reece, Monica Szalaj

Nay: none

Absent: John Engebretson, Stacey Lorenz, William Weller

Abstain: none

Motion Passed.

B) Committee appointments FY 1819: Committee assignments were in the packet.

Board Discussion: Terri reported that the Rapid Results Planning Team met to go over the strategic planning process. The retreat is set for October 13 from 9am – 4pm at Bethany Lutheran Church. There will be a community survey and a staff survey coming out the end of August. Library Strategies will conduct interviews with City staff, as well as conduct SWOT process meetings with the Library management team and staff.

Adjournment:

It was moved by Don Peters and seconded by Terri Reece to adjourn.

Voice Vote: Aye- 6; Nay- 0; Absent- 3; Abstain- 0; Motion Passed.

Time: 8:03 pm

Monica Szalaj, Secretary

LIBRARY RESOLUTION NO.1819-3

**A RESOLUTION AUTHORIZING THE TRANSFER OF
FY 17/18 OPERATING FUND BALANCES**

Be it resolved by the Board of Library Trustees of the City of Crystal Lake that, of the unexpended balances of the proceeds received during FY17/18

- from annual public library taxes (General Fund) the sum of \$280,764.07 shall be transferred to the Library Special Reserve Fund

PASSED this 15th day of August, 2018, pursuant to a vote as follows:

AYES: James Becker, Chuck Ebann, Alice Fellers, Don Peters, Terri Reece,
Monica Szalaj

NAYS: none

ABSENT: John Engebretson, Stacey Lorenz, William Weller

ATTEST:

Charles Ebann, President of the Board of Library Trustees
Crystal Lake Public Library

Monica Szalaj, Secretary of the Board of Library Trustees
Crystal Lake Public Library

LIBRARY RESOLUTION NO.1819-4

A RESOLUTION AUTHORIZING THE TRANSFER OF FY 17/18 FICA FUND BALANCES

Be it resolved by the Board of Library Trustees of the City of Crystal Lake that, of the unexpended balances of the proceeds received during FY17/18

- from annual public library taxes (FICA Fund), the sum of \$15,432.79 shall be included in the FICA Reserve,

PASSED this 15th day of August, 2018, pursuant to a vote as follows:

AYES: James Becker, Chuck Ebann, Alice Fellers, Don Peters, Terri Reece,
Monica Szalaj

NAYS: none

ABSENT: John Engebretson, Stacey Lorenz, William Weller

ATTEST:

Charles Ebann, President of the Board of Library Trustees
Crystal Lake Public Library

Monica Szalaj, Secretary of the Board of Library Trustees
Crystal Lake Public Library

LIBRARY RESOLUTION NO.1819-5

A RESOLUTION AUTHORIZING THE TRANSFER OF FY17/18 IMRF FUND BALANCES

Be it resolved by the Board of Library Trustees of the City of Crystal Lake that, of the unexpended balances of the proceeds received during FY17/18

- from annual public library taxes (IMRF Fund), the sum of \$24,201.56 shall be included in the IMRF Reserve.

PASSED this 15th day of August, 2018, pursuant to a vote as follows:

AYES: James Becker, Chuck Ebann, Alice Fellers, Don Peters, Terri Reece,
Monica Szalaj

NAYS: none

ABSENT: John Engebretson, Stacey Lorenz, William Weller

ATTEST:

Charles Ebann, President of the Board of Library Trustees
Crystal Lake Public Library

Monica Szalaj, Secretary of the Board of Library Trustees
Crystal Lake Public Library