

**Crystal Lake Public Library
Board of Trustees**

Minutes Regular Meeting – September 19, 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, John Engebretson, Alice Feller, Stacey Lorenz, Don Peters, Terri Reece, Monica Szalaj, William Weller

Absent: none

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; Julie Gibson, Head of Circulation Services; Penny Ramirez, Head of Technical & Automation Services

Public Comment: none

Board Development: Becky Fyolek presented details on the Library's 1000 Books Before Kindergarten program.

Consent Agenda: It was moved by Terri Reece and seconded by Don Peters 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 August 15, 2018 as amended.

V. E. 1. Financial reports – Approve the Financial Report for FY 18/19 as of August 31, 2018.

Voice Vote: Aye- 9; Nay- 0; Absent- 0; 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 \$442,990.46 as follows:

	<u>Total</u>
Operating Fund	386,934.00
Construction & Repair Fund	878.51
Gift & Memorial Funds	424.68
IMRF/FICA Funds	54,753.27
Grand Total:	<hr/> 442,990.46

Roll Call:

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

Nay: none

Absent: none

Abstain: none

Motion Passed.

Board Action:

- A) HVAC maintenance contract – annual renewal: It was moved by Don Peters and seconded by William Weller to approve the Heating and Air Conditioning Service Agreement with Sherman Mechanical, Inc. for \$15,444 annually for the period 10/14/18-10/13/19 and authorize the Library Director to execute the document.

Voice Vote: Aye- 9; Nay- 0; Absent- 0; Abstain- 0; Motion Passed.

- B) Janitorial Services contract – annual renewal: It was moved by William Weller and seconded by Monica Szalaj to approve the contract with U.S. Service Systems, Inc. for \$3,536.36/month (\$42,436.32 annually) for the period covering 10/1/18-9/30/19 and authorize the Library Board President to execute the document.

Roll Call:

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

Nay: none

Absent: none

Abstain: none

Motion Passed.

- C) Pay It Forward Fine Forgiveness – approval: It was moved by Don Peters and seconded by William Weller to approve Library Resolution No. 1819-6 approving a Fine Amnesty November 1-18, 2018.

Voice Vote: Aye- 9; Nay- 0; Absent- 0; Abstain- 0; Motion Passed.

Board Discussion: William Weller asked about Mr. & Mrs. Mitchell's comments from the August Board meeting. Monica Szalaj commented that someone had asked her about the Hispanic program being only for cardholders. This was mainly because of space constraints. William asked about the retreat format. Alice Fellers asked if the Library had

looked into using rooms at Husmann school for programs. John Engebretson mentioned Park Place being sold and thus not being a space for community programs/events.

Adjournment:

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

Voice Vote: Aye- 9; Nay- 0; Absent- 0; Abstain- 0; Motion Passed.

Time: 7:28 pm

Monica Szalaj, Secretary

**THE BOARD OF LIBRARY TRUSTEES OF
THE CRYSTAL LAKE PUBLIC LIBRARY**

LIBRARY RESOLUTION NO. 1819-6

RESOLUTION APPROVING FINE AMNESTY, NOVEMBER 1-18, 2018

WHEREAS, the Mission of the Crystal Lake Public Library Is “Helping people, of all ages and backgrounds, learn enjoy, and better their lives”, and

WHEREAS, the Crystal Lake Public Library’s Strategic Plan, as approved January 2013, includes the goals and objectives to

- Work cooperatively with other...community groups and other organizations to enhance access to Library resources
- Identify, maintain, and expand cooperative ventures
- Make use of special events to increase visibility and raise awareness of the Library and its resources

WHEREAS, Community Harvest is a special community-wide effort in fall 2018 to support the Crystal Lake Food Pantry and needy families in our community, and

WHEREAS, a fine amnesty program has proven to be popular and successful by giving Library patrons who have fallen behind the opportunity to return to good standing and thus again make use of beneficial Library resources,

NOW THEREFORE, be it resolved that the Board of Library Trustees approves a Pay It Forward Fine Amnesty to benefit the Crystal Lake Food Pantry from November 1-18, 2018 whereby all fines are forgiven when at least one half of the amount owed is donated to the Crystal Lake Food Pantry via cash or check.

DATE: September 19, 2018

President
Board of Library Trustees of the City of Crystal Lake

ATTEST:

Secretary
Board of Library Trustees of the City of Crystal Lake