

**Crystal Lake Public Library
Board of Trustees**

Minutes Regular Meeting – November 20, 2013

Call to Order: The Regular Meeting of the Crystal Lake Public Library Board of Trustees was called to order by President Terri Reece at 7:01 pm in the Ames Meeting Room at the Library.

Roll Call:

Present: Vanessa Baker, Chuck Ebann, Ron Eberle, John Engebretson, Alice Fellers (7:02), Carol Heisler, Don Peters, Terri Reece, William Weller

Absent: none

Other: Joe Huberty, Engberg Anderson; Corky Heath, Harper Heath, Harry Heath (patrons)

Staff Present: Kathryn I. Martens, Library Director; Karen Migaldi, Assistant Director; Nan Goerlitz, Recording Secretary; Debbie Brown, Business Manager; Linda Price-Natter, Public Relations Coordinator; Lauren Rosenthal, Head of Youth Services; Penny Ramirez, Head of Technical & Automation Services; Pamela Miller, Head of Circulation Services

Citizen Participation: Corky Heath shared concerns about the timing of overdue email notices.

Board Development: none

Reading and approval of minutes: It was moved by Chuck Ebann and seconded by Don Peters to approve the minutes of the Regular Meeting of October 23, 2013.

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

Committee and Board Member reports:

Personnel Committee: The minutes from the November 12, 2013 meeting were in the packet.

Building Committee: The minutes from the November 13, 2013 meeting were in the packet.

Finance Committee: The Summary Appraisal Report was in the packet.

Friends of Crystal Lake Library: Carol Heisler encouraged Board members to join the Friends group. Alice Fellers reported that the Friends' website is currently down and they are working on revisions to it. The 2014 Used Book

Sale will be April 25-27, and the next meeting is a social meeting on December 16, 2013 at Colonial Cafe.

Consent Agenda: Included in the Consent Agenda were several communication items, the report on Library Card Signup Month, the Library Director's Report for November 2013, and the Statistical Report for October 2013. **It was moved by Chuck Ebann and seconded by Don Peters to approve the Consent Agenda.**

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

Approval of Financial Reports: It was moved by Chuck Ebann and seconded by Ron Eberle to approve the Financial Report for FY 13/14 as of October 31, 2013.

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

Approval of Disbursements: It was moved by Don Peters and seconded by John Engebretson to approve the disbursements in the total amount of \$283,618.85 as follows:

	<u>Total</u>
Operating Fund	\$237,487.48
IMRF/FICA Funds	30,953.29
Construction & Repair	2,801.80
Per Capita Funds	639.71
Gift & Memorial Funds	715.27
Ames Fund	0.00
Special Reserve Fund	11,021.30
Grand Total:	<hr/> 283,618.85

Roll Call:

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

Nay: none

Absent: none

Motion Passed.

Business:

A) FY 12/13 Audit: The Board received and reviewed the Audit for FY 12/13.

Executive Session: It was moved by Chuck Ebann and seconded by Don Peters to move into Executive Session for the purposes of discussing the purchase or lease of real property for the use of the public body [5 ILCS 120/2(c)(5)], the setting of a price for sale or lease of property owned by the public body [5 ILCS 120/2(c)(6)] and to allow Kathryn I. Martens, Karen Migaldi and Joe Huberty to remain for the Executive Session at 7:29 pm.

Roll Call:

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

Nay: none

Absent: none

Motion Passed.

It was moved by Don Peters and seconded by William Weller to move out of Executive Session at 8:32 pm.

Roll Call:

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

Nay: none

Absent: none

Motion Passed.

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: 8:46 pm

Charles K. Ebann, Secretary