

**Crystal Lake Public Library
Board of Trustees**

Minutes Regular Meeting – December 17, 2014

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.

Roll Call:

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

Absent: Alice Fellers

Other: none

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; Jennifer Drinka, Head of Youth Services; Cynthia Lopuszynski, Head of Adult Services; Pamela Miller, Head of Circulation Services; Penny Ramirez, Head of Technical & Automation Services

Citizen Participation: none

Board Development: Jennifer Drinka presented details on the educational importance of unstructured play and ways to incorporate it in our new Library.

Reading and approval of minutes: It was moved by Don Peters and seconded by Chuck Ebann to approve the minutes of the Regular Meeting of November 19, 2014.

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

Reading and approval of minutes: It was moved by Chuck Ebann and seconded by Don Peters to approve the minutes of the Special Meeting of December 3, 2014.

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

Committee and Board Member reports:

Building Committee: The minutes from the November 12, 2014 meeting were in the packet.

Planning/PR Committees: The minutes from the December 8, 2014 meeting were in the packet.

Governance Committee: The minutes from the December 9, 2014 meeting were in the packet.

Consent Agenda: Included in the Consent Agenda were the CLPL Library Brochure, the CLPL Public Relations and Development Report ending December 11, 2014, and the Statistical Report for November 2014. **It was moved by John Engebretson and seconded by Don Peters to approve the Consent Agenda.**

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 Ron Eberle to approve the Financial Report for FY 14/15 as of November 30, 2014.**

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

Approval of Disbursements: **It was moved by John Engebretson and seconded by Chuck Ebann to approve the disbursements in the total amount of \$411,306.47 as follows:**

	<u>Total</u>
Operating Fund	\$275,866.02
Construction & Repair Fund	3,732.68
IMRF/FICA Funds	33,838.09
Gift & Memorial Funds	553.78
Per Capita Funds	459.00
Special Reserve Fund	96,856.90
Grand Total:	<hr/> \$411,306.47

Roll Call:

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

Nay: none

Absent: Alice Fellers

Motion Passed.

Business:

A) Communications Plan 2015: **It was moved by Don Peters and seconded by Chuck Ebann to approve the Communications Plan 2015.**

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

B) Rental Property – lease approval: **It was moved by John Engebretson and seconded by Chuck Ebann to approve the Residential Lease for 1 McHenry Ave, covering the period 1/15/15 – 1/31/16, with Ms. Marjorie Mueller and Mr. Chaz Smith at \$1,250/month.**

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

C) Policy revisions – approval:

1. Ames Trust: It was moved by Don Peters and seconded by Chuck Ebann to approve the recommended revisions to Ames Trust Policy.

Roll Call:

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

Nay: none

Absent: Alice Fellers

Motion Passed.

2. Budget: It was moved by John Engebretson and seconded by Don Peters to approve the recommended revisions to the Budget Policy.

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

3. Capitalization: It was moved by Chuck Ebann and seconded by Don Peters to approve the recommended revisions to the Capitalization Policy.

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

4. Lodtz Endowment: It was moved by Chuck Ebann and seconded by Don Peters to delete the Lodtz Endowment Policy as the funds were rolled into the Special Reserve Fund in 2006 and then spent on Project Shoehorn in 2007.

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

5. Routine Banking: It was moved by Don Peters and seconded by Chuck Ebann to approve the recommended revisions to the Routine Banking Policy.

Voice Vote: Aye- 7; Nay- 1; Absent- 1; Abstain- 0; Motion Passed.

6. Travel & Conference: It was moved by John Engebretson and seconded by Chuck Ebann to approve the recommended revisions to the Travel and Conference Policy.

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

7. Authority to Spend: It was moved by Chuck Ebann and seconded by Don Peters to approve the recommended revisions to the Authority to Spend Policy as amended.

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

8. Replacement Fee for Lost & Damaged materials: It was moved by Chuck Ebann and seconded by Don Peters to approve the recommended revision to establish the Replacement Fee for Lost & Damaged materials at \$5.00 for all materials.

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

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 and Karen Migaldi to remain for the Executive Session at 7:53 pm.

Roll Call:

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

Nay: none

Absent: Alice Fellers

Motion Passed.

The Board came out of Executive Session at 8:08 pm.

There was a brief discussion about the City Council Meeting on December 16, 2014.

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: 8:29 pm

Charles K. Ebann, Secretary