

**Crystal Lake Public Library  
Board of Trustees**

Minutes Regular Meeting – December 18, 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 7:00 pm in the Ames Meeting Room at the Library.

**Roll Call:**

**Present:** Chuck Ebann, Ron Eberle, John Engebretson, Alice Fellers, Carol Heisler, Don Peters, Terri Reece, William Weller

**Absent:** Vanessa Baker

**Other:** Darrel Gavle

**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; Cynthia Lopuszynski, Head of Adult Services

**Citizen Participation:** none

**Board Development:** none

**Reading and approval of minutes:** It was moved by Don Peters and seconded by Ron Eberle to approve the minutes of the Regular Meeting of November 20, 2013.

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

**Reading and approval of minutes:** It was moved by Don Peters and seconded by Chuck Ebann to approve the minutes of the Special Meeting of December 4, 2013.

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

**Committee and Board Member reports:**

Finance Committee: The minutes from the November 14, 2013 meeting were in the packet.

Governance Committee: The minutes from the December 9, 2013 meeting were in the packet.

Planning/PR Committees: The minutes from the December 9, 2013 joint meeting were in the packet.

Building Committee: The minutes from the December 11, 2013 meeting were in the packet.

**Consent Agenda**: Included in the Consent Agenda were a report on the 2013 Fine Amnesty Program, the CLPL Media Report, the Library Director's Report for December 2013, and the Statistical Report for November 2013. **It was moved by Chuck Ebann 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 Chuck Ebann and seconded by Don Peters to approve the Financial Report for FY 13/14 as of November 30, 2013.

**Voice Vote: Aye- 8; 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 \$443,961.37 as follows:

|                       |                     |
|-----------------------|---------------------|
|                       | <u>Total</u>        |
| Operating Fund        | \$361,630.39        |
| IMRF/FICA Funds       | 49,550.95           |
| Construction & Repair | 720.00              |
| Gift & Memorial Funds | 3,806.33            |
| Per Capita Funds      | 16,316.65           |
| Special Reserve Fund  | 11,173.08           |
| Ames Fund             | 763.97              |
| <b>Grand Total:</b>   | <b>\$443,961.37</b> |

**Roll Call:**

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

**Nay:** none

**Absent:** Vanessa Baker

**Motion Passed.**

**Business:**

A) Ames Meeting Room Policy - revised: It was moved by Don Peters and seconded by Chuck Ebann to approve the revised Ames Meeting Room Policy as presented.

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

- B) Circulation Policy – revised: It was moved by Chuck Ebann and seconded by Ron Eberle to approve the revised Circulation Policy as presented.

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

- C) Firearms Concealed Carry Policy: It was moved by Chuck Ebann and seconded by Ron Eberle to approve the Firearms Concealed Carry Policy as presented.

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

- D) Building Process update: There was no update.

**Executive Session: It was moved by John Engebretson 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 Darrel Gavle to remain for the Executive Session at 7:17 pm.**

**Roll Call:**

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

**Nay:** none

**Absent:** Vanessa Baker

**Motion Passed.**

**It was moved by William Weller and seconded by Don Peters to move out of Executive Session at 7:53 pm.**

**Roll Call:**

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

**Nay:** none

**Absent:** Vanessa Baker

**Motion Passed.**

**Adjournment:**

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

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

**Time: 7:54 pm**