

Crystal Lake Public Library
Board of Trustees
Minutes Regular Meeting – December 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: Stu Wilson, Library Strategies; Nick Dimassis, Library Strategies

Staff Present: Kathryn I. Martens, Library Director; Karen Migaldi, Assistant Director; Nan Goerlitz, Recording Secretary; Stephanie Price, Public Relations Coordinator; Becky Fyolek, Head of Youth Services; Julie Gibson, Head of Circulation Services; Penny Ramirez, Head of Technical & Automation Services; Nancy Weber, Head of Adult Services

Public Comment: none

Board Development: none

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 November 14, 2018.

V. E. 1. Financial reports – Approve the Financial Report for FY 18/19 as of November 30, 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 Terri Reece to approve the disbursements in the total amount of \$337,420.77 as follows:

	<u>Total</u>
Operating Fund	301,153.80
Construction & Repair Fund	486.30
Gift & Memorial Funds	170.02
IMRF/FICA Funds	35,610.65
Grand Total:	337,420.77

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) Strategic plan – preliminary report from Library Strategies: Stu Wilson presented the draft of the Strategic Plan and entertained questions and discussion from the Board.
- B) Facility infrastructure repair/replacement plan: **It was moved by William Weller and seconded by Don Peters to approve the Agreement for Planning Services – Strategic Facility Plan from Engberg Anderson Architects at a fee not to exceed \$48,500, plus reimbursable expenses, and authorize the 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) Per Capita Grant application: **It was moved by Terri Reece and seconded by Don Peters to approve the FY2019 Per Capita Grant application and authorize the Library Director to submit the required documents.**

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

- D) Tuition Reimbursement requests: **It was moved by John Engebretson and seconded by Don Peters to approve the recommended tuition reimbursement requests as follows: Seanine Brady and Terri Smith for reimbursement of 100% tuition costs, up to \$300 each for fall 2018 semester, after the semester and evidence of a B or better grade.**

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

Board Discussion: The Library Director brought to the Board's attention that staff are working on revamping the Library's website. She mentioned that Stephanie had sent each Board member an email asking for input by January 3, 2019.

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: 8:36 pm

Monica Szalaj, Secretary