

**Crystal Lake Public Library
Board of Trustees**

Minutes Regular Meeting – December 20, 2017

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.

Don Peters was appointed Secretary Pro Tem due to Monica Szalaj’s absence.

Roll Call:

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

Absent: Monica Szalaj

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

Public Comment: none

Board Development: The Board reviewed Chapter 12 – “Safety” – from Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014.

Consent Agenda: It was moved by Terri Reece and seconded by John Engebretson 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 15, 2017.

V. E. Financial reports – Approve the Financial Report for FY 17/18 as of November 30, 2017.

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 \$495,464.39 as follows:

	<u>Total</u>
Operating Fund	442,351.22
Gift & Memorial Funds	14.99
IMRF/FICA Funds	53,098.18
Grand Total:	<hr/> \$495,464.39

Roll Call:

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

Nay: none

Absent: Monica Szalaj

Abstain: none

Motion Passed.

Board Action:

- A) FY 17/18 Per Capita Grant application: **It was moved by Don Peters and seconded by Terri Reece to approve the FY2018 Per Capita Grant application and authorize the Library Director to submit the required documents.**

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

- B) Sexual Harassment Policy Resolution: **It was moved by Don Peters and seconded by Terri Reece to approve Resolution No. 1718-13 – Adopting policy prohibiting harassment, discrimination, and retaliation.**

Roll Call:

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

Nay: none

Absent: Monica Szalaj

Abstain: none

Motion Passed.

- C) Strategic Planning Consultant: **It was moved by Don Peters and seconded by Terri Reece to approve the recommendation from the Planning/PR Committee to hire Library Strategies to facilitate a strategic planning process during 2018 at a cost not to exceed \$23,000.**

Roll Call:

Aye: Chuck Ebann, Stacey Lorenz, Don Peters, Terri Reece, William Weller

Nay: James Becker, John Engebretson, Alice Fellers

Absent: Monica Szalaj

Abstain: none

Motion Passed.

Board Discussion: Discussion continued about the details of the strategic planning process. The Library Director will contact the consultant to discuss concerns.

Adjournment:

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

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

Time: 8:00 pm

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

**RESOLUTION NO. 1718-13
RESOLUTION ADOPTING POLICY PROHIBITING HARASSMENT,
DISCRIMINATION, AND RETALIATION
(and procedures for reporting and investigating complaints)**

WHEREAS, the Crystal Lake Public Library (the Library) is a unit of local government which operates a Public Library; and

WHEREAS, by P.A. 100-0554 effective November 16, 2017, the Illinois General Assembly amended the State Officials and Employees Ethics Act (Ethics Act), 5 ILCS 430/1-1 et seq.; and

WHEREAS, the provisions of P.A. 100-0554 relevant to the Library (5 ILCS 430/70-5) are the following:

No later than 60 days after the effective date of this amendatory Act of the 100th General Assembly, each governmental unit shall adopt an ordinance or resolution establishing a policy to prohibit sexual harassment. The policy shall include, at a minimum: (i) a prohibition on sexual harassment; (ii) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Department of Human Rights; (iii) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under this Act, the Whistleblower Act, and the Illinois Human Rights Act; and (iv) the consequences of a violation of the prohibition on sexual harassment and the consequences for knowingly making a false report.

WHEREAS, the attached Policy Prohibiting Harassment, Discrimination, and Retaliation is intended to comply with the requirements of the Ethics Act, as amended by P.A. 100-0554.

NOW, THEREFORE, IT IS RESOLVED by the Board of Library Trustees as follows:

- 1. The attached Policy Prohibiting Harassment, Discrimination, and Retaliation be and is adopted.**
- 2. This Resolution and the attached Policy supplement “Section VIII Sexual Harassment and other types of Harassment or Discrimination” and “Section IX Reporting Concerns” of Crystal Lake Public Library’s Personnel Policy.**
- 3. This Resolution and the attached Policy supersede Resolutions and Policies, if any, which conflict with this Resolution and the attached Policy.**
- 4. This Resolution is effective immediately.**

Passed this 20th day of December, 2017.

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

NAYES: none

ABSENT: Monica Szalaj

ABSTAIN: none

Charles Ebann
President, Board of Library Trustees
of the City of Crystal Lake

Don Peters
Secretary Pro Tem, Board of Library Trustees
of the City of Crystal Lake