

**Crystal Lake Public Library  
Board of Trustees**

Minutes Regular Meeting – December 21, 2016

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

**Absent:** none

**Other:** none

**Staff Present:** Kathryn I. Martens, Library Director; Karen Migaldi, Assistant Director; Nan Goerlitz, Recording Secretary; Cheryl Riendeau, Business Office Manager; Cynthia Lopuszynski, Head of Adult Services; Pamela Miller, Head of Circulation Services; Penny Ramirez, Head of Technical and Automation Services; Christine Ticknor, Interim Head of Youth Services

**Public Comment:** none

**Board Development:** Kathryn Martens led the Board in a review of Serving Our Public 3.0: Chapter 6, Access for the Per Capita Grant. Penny Ramirez presented details about the EDGE Assessment for the Per Capita Grant.

**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 16, 2016.

**Voice Vote:** Aye-9; Nay-0; Absent-0; 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 7, 2016.

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

**Consent Agenda:** Included in the Consent Agenda were communication items, the CLPL Public Relations and Development report ending December 15, 2016 and the Statistical Report for November 2016. It was moved by John Engebretson and seconded by Don Peters to approve the consent agenda.

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

## Committee and Board Member reports:

Facilities Committee: The minutes from the December 1, 2016 meeting were in the packet.

Personnel Committee: The minutes from the December 5, 2016 meeting were in the packet.

Finance Committee: The minutes from the December 8, 2016 meeting were in the packet.

Governance Committee: The minutes from the December 14, 2016 meeting were in the packet.

**Approval of Financial Reports:** It was moved by Chuck Ebann and seconded by Don Peters to approve the Financial Report for FY 16/17 as of November 30, 2016.

**Voice Vote: Aye- 9; Nay- 0; Absent- 0; 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 \$324,267.33 as follows:

	<u>Total</u>
Operating Fund	279,382.14
Construction & Repair	2,873.19
Per Capita Grant	70.00
Special Reserve	6,515.86
Gift & Memorial Funds	163.00
IMRF/FICA Funds	35,263.14
<b>Grand Total:</b>	<b>\$324,267.33</b>

### Roll Call:

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

**Nay:** none

**Absent:** none

**Motion Passed.**

### Board Action:

A) FY 15/16 Audit report: The Board received and reviewed the Audit for FY 15/16.

B) Reaffirm Special Reserve Fund purposes: It was moved by John Engebretson and seconded by Don Peters to approve Library Resolution No. 1617-7, and authorize the Board President and Secretary to execute the document.

**Roll Call:**

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

**Nay:** none

**Absent:** none

**Motion Passed.**

C) Adopt resolutions allocating Funds

1. FY 15/16 Operating Fund Balance: **It was moved by Don Peters and seconded by Monica Szalaj to approve Library Resolution No. 1617-8 and to authorize the Board President and Secretary to execute the document and the Library Director to forward the information to the City of Crystal Lake.**

**Roll Call:**

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

**Nay:** none

**Absent:** none

**Motion Passed.**

2. FY 15/16 FICA Fund Balance: **It was moved by Chuck Ebann and seconded by Don Peters to approve Library Resolution No. 1617-9 and to authorize the Board President and Secretary to execute the document and the Library Director to forward the information to the City of Crystal Lake.**

**Roll Call:**

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

**Nay:** none

**Absent:** none

**Motion Passed.**

3. FY 15/16 IMRF Fund Balance: **It was moved by Chuck Ebann and seconded by Don Peters to approve Library Resolution No. 1617-10 and to authorize the Board President and Secretary to execute the document and the Library Director to forward the information to the City of Crystal Lake.**

**Roll Call:**

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

**Nay:** none

**Absent:** none

**Motion Passed.**

- D) FY 16/17 Revised Working Budget: It was moved by John Engebretson and seconded by Chuck Ebann to approve the Revised FY 16/17 Working Budget.

**Roll Call:**

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

**Nay:** none

**Absent:** none

**Motion Passed.**

- E) FY 16/17 Per Capita Grant application: It was moved by John Engebretson and seconded by Don Peters to approve the FY2017 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.**

- F) Salary Scale – 2016 market adjustment: It was moved by Chuck Ebann and seconded by Don Peteres to approve the following adjustments to the Classifications and Pay Ranges for the Crystal Lake Public Library

1. Adjust the minimum and maximum pay for Unit II Grades by +2%.
2. Adjust minimum and maximum pay for Unit III Grades by +2.1%.
3. The new minimum rates will apply to new hires added to the payroll after 12/21/16. Current employees at the minimum rate will be eligible for the +2.5% “Meets Requiremnts” adjustment when they successfully complete their New Employee Period.

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

- G) Sick Leave & bereavement policy revisions: This item was tabled until the January 18, 2017 meeting.

- H) Expense reimbursement policy revision: It was moved by Don Peters and seconded by Chuck Ebann Library Resolution No. 1617-11, including Exhibit A, and Revisions to the Travel & Conference Policy.

**Roll Call:**

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

**Nay:** none

**Absent:** none

**Motion Passed.**

- I) ILL Policy revision: It was moved by Chuck Ebann and seconded by Don Peters to approve the proposed changes to the Interlibrary Loan Policy.

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

- J) Tuition reimbursement request: It was moved by John Engebretson and seconded by Don Peters to approve the request from Kimberly Tipton for reimbursement of some of her tuition cost of up to \$500 after the semester and evidence of a B or better grade.

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

- K) Recommendation regarding future Library facility: It was moved by Chuck Ebann and seconded by Don Peters to recommend to the City Council that the referendum question be placed on the April 4, 2017 ballot for a new 75,000 sf Library to be built adjacent to the current location with the following suggested changes to wording for the Advisory Referendum ballot question: "CITY OF CRYSTAL LAKE – ADVISORY QUESTION (determine a way to add Crystal Lake Public Library into the header): Shall bonds in the amount of \$30,100,000 be issued by the City of Crystal Lake, McHenry County, Illinois, on behalf of the Crystal Lake Public Library, for the purpose of constructing a replacement library building adjacent to the existing library and acquiring necessary furnishings and equipment, which amounts to an estimated increase of \$132 per year for \$200,000 market value (replace "market" with "fair cash" – the term found on the property tax bill) home?

**Roll Call:**

**Aye:** Chuck Ebann, John Engebretson, Carol Heisler, Don Peters, Terri Reece, Monica Szalaj, William Weller

**Nay:** Ron Eberle, Alice Fellers

**Absent:** none

**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 8:43 pm.

**Roll Call:**

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

**Nay:** none

**Absent:** none

**Motion Passed.**

**The Board came out of Executive Session at 8:51 pm.**

**Release of Executive Session Minutes:** It was moved by Don Peters and seconded by John Engebretson to approve release of the following Executive Session minutes from Library Board and Building Committee meetings and approve destruction of the recordings 18 months after the date of the recorded

meeting: Library Board meetings – 12/17/14, 4/15/15, 6/17/15, 7/15/15, 8/19/15, 9/16/15, 10/21/15, 11/18/15, 5/18/16, 7/20/16, 8/17/16; Building Committee meetings – 10/29/14, 4/8/15, 8/12/15, 11/4/15.

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

**Board Discussion:** none

**Adjournment:**

It was moved by Chuck Ebann and seconded by John Engebretson to adjourn.

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

**Time:** 8:52 pm

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Chuck Ebann, Secretary

**LIBRARY RESOLUTION NO. 1617-7**

**A RESOLUTION REAFFIRMING THE PURPOSES OF ACCUMULATIONS IN  
THE SPECIAL RESERVE FUND**

**Whereas**, the Illinois Local Library Act (the Act) authorizes establishment of a reserve fund (75 ILCS 5/5-8) (Special Reserve Fund); and

**Whereas**, money deposited from time to time in a Special Reserve Fund is limited in use as provided by the Act; and

**Whereas**, except for expenditures for emergency repairs, a plan for the use of the accumulations in a Special Reserve Fund and a cost estimate for said plan are required; and

**Whereas**, said plan may be amended as circumstances may require; and

**Whereas**, a Special Reserve Fund was hereby established by the Library Trustees on September 27, 2006 and funds have been transferred from time to time into the Special Reserve Fund; and

**Whereas**, on October 23, 2013 the Library Trustees determined that the purposes of the Special Reserve Fund needed to be expanded based on the current needs of the Crystal Lake Public Library;

**Now, therefore, be it resolved by the Board of Library Trustees of the Crystal Lake Public Library as follows:**

**Section 1:** Funds which may accumulate in the future in the Special Reserve Fund may be used for one or more of the following purposes:

- Major Library building remodeling
- Planned or emergency repairs & alterations of the Library Building and its equipment
- An addition to the Library
- Site acquisition
- A new Library

**Section 2:** Unexpended balances in the General Fund/Operating Fund may be transferred each year to the Special Reserve Fund as the Library Trustees deem appropriate.

**Section 3:** In any year for which the Library Trustees intend to deposit funds into the Special Reserve Fund the Library Trustees shall provide for such accumulations in the annual appropriation to the City of Crystal Lake.

Passed by the Board of Library Trustees of the Crystal Lake Public Library, McHenry County, Illinois this 21<sup>st</sup> day of December, 2016.

Approved this 21<sup>st</sup> day of December 2016.

Ayes: Charles Ebann, Ron Eberle, John Engebretson, Alice Fellers, Carol Heisler, Don Peters, Teresa Reece, Monica Szalaj, William Weller

Nays: none

Absent: none

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Teresa Reece, President of the Board of Library Trustees  
Crystal Lake Public Library

ATTEST:

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Charles K. Ebann, Secretary of the Board of Library Trustees  
Crystal Lake Public Library



**LIBRARY RESOLUTION NO.1617-8**

**A RESOLUTION AUTHORIZING THE TRANSFER OF OPERATING FUND BALANCES**

**Be it resolved** by the Board of Library Trustees of the City of Crystal Lake that, of the unexpended balances of the proceeds received during FY15/16

- from annual public library taxes (General Fund) the sum of \$426,748.11 shall be transferred to the Library Special Reserve Fund

PASSED this 21<sup>st</sup> day of December, 2016, pursuant to a vote as follows:

AYES: Charles Ebann, Ron Eberle, John Engebretson, Alice Fellers, Carol Heisler, Don Peters, Teresa Reece, Monica Szalaj, William Weller

NAYS: none

ABSENT: none

ATTEST:

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Teresa Reece, President of the Board of Library Trustees  
Crystal Lake Public Library

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Charles K. Ebann, Secretary of the Board of Library Trustees  
Crystal Lake Public Library

**LIBRARY RESOLUTION NO.1617-9**

**A RESOLUTION AUTHORIZING THE TRANSFER OF FY 15/16 FICA FUND BALANCES**

**Be it resolved** by the Board of Library Trustees of the City of Crystal Lake that, of the unexpended balances of the proceeds received during FY15/16

- from annual public library taxes (FICA Fund), the sum of \$14,520.52 shall be included in the FICA Reserve,

PASSED this 21<sup>st</sup> day of December, 2016, pursuant to a vote as follows:

AYES: Charles Ebann, Ron Eberle, John Engebretson, Alice Fellers, Carol Heisler, Don Peters, Teresa Reece, Monica Szalaj, William Weller

NAYS: none

ABSENT: none

ATTEST:

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Teresa Reece, President of the Board of Library Trustees  
Crystal Lake Public Library

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Charles K. Ebann, Secretary of the Board of Library Trustees  
Crystal Lake Public Library

**LIBRARY RESOLUTION NO.1617-10**

**A RESOLUTION AUTHORIZING THE TRANSFER OF FY14/15 IMRF FUND BALANCES**

**Be it resolved** by the Board of Library Trustees of the City of Crystal Lake that, of the unexpended balances of the proceeds received during FY15/16

- from annual public library taxes (IMRF Fund), the sum of \$8,576.03 shall be included in the IMRF Reserve.

PASSED this 21<sup>st</sup> day of December, 2016, pursuant to a vote as follows:

AYES: Charles Ebann, Ron Eberle, John Engebretson, Alice Fellers, Carol Heisler, Don Peters, Teresa Reece, Monica Szalaj, William Weller

NAYS: none

ABSENT: none

ATTEST:

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Teresa Reece, President of the Board of Library Trustees  
Crystal Lake Public Library

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Charles K. Ebann, Secretary of the Board of Library Trustees  
Crystal Lake Public Library

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

**LIBRARY RESOLUTION NO. 1617-11  
RESOLUTION REGULATING REIMBURSEMENT OF  
TRAVEL, MEAL AND LODGING EXPENSES**

**Recitals and Definitions**

- 1. Requirement.** This Resolution is adopted by the Board of Library Trustees of the City of Crystal Lake responsive to the requirements of The Local Government Travel Expense Control Act (the Act), 50 ILCS 150/1.
- 2. Reimbursable Rates.** The Crystal Lake Public Library (Library) shall reimburse permitted expenses as set forth on the attached Exhibit A.
- 3. Reimbursement Request Form.** The Library shall only approve reimbursement of expenses if a Library Trustee or Employee submits expenses on the Library's Reimbursement Request Form.
- 4. Entertainment Expenses.** The Library shall not reimburse any Library Trustee or Employee for any entertainment expense unless such expense is ancillary to the purpose of the program or event.
- 5. Board Approval of Certain Reimbursable Expenses.** The following expenses for travel, meals, and lodging may be approved only by a roll call vote at an open meeting of the Board of Library Trustees:
  - a. Any reimbursable expenses of an employee that exceeds the maximum allowed;
  - b. Any reimbursable expense of a Library Trustee.
- 6. Forms.** The Library Director is authorized to develop such additional forms as the Library Director deems helpful consistent with this Resolution and the Act.
- 7. Conflict.** All resolutions or part of resolutions conflicting with any provision of this Resolution are repealed.
- 8. Effective Date.** This Resolution shall be in full force and effect from and after its adoption.

Adopted December 21, 2016, pursuant to a roll call vote as follows:

AYES: Charles Ebann, Ron Eberle, John Engebretson, Alice Fellers, Carol Heisler, Don Peters, Teresa Reece, Monica Szalaj, William Weller

NAYS: none

ABSENT: none

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Teresa Reece, President, Board of  
Library Trustees of the City of Crystal Lake

ATTEST:

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Charles K. Ebann, Secretary,  
Board of Library Trustees of the City of Crystal Lake