

**Crystal Lake Public Library  
Board of Trustees**

Minutes Regular Meeting – January 21, 2015

**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:** Vanessa Baker (7:03), Chuck Ebann, Ron Eberle (7:02), John Engebretson, Alice Fellers (7:08), Carol Heisler, Don Peters, Terri Reece, William Weller

**Absent:** none

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

**Citizen Participation:** none

**Board Development:** The Board discussed the chapter on Library Sustainability from the book *The Complete Library Trustee Handbook*.

**Reading and approval of minutes:** It was moved by Chuck Ebann and seconded by Don Peters to approve the minutes of the Regular Meeting of December 17, 2014.

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

**Committee and Board Member reports:**

Facilities Committee: The minutes from the December 12, 2014 and January 8, 2015 meetings were in the packet.

Planning/Public Relations Committees: The minutes from the January 12, 2015 joint meeting were in the packet.

Finance Committee: The minutes from the January 15, 2015 meeting were in the packet.

**Consent Agenda:** Included in the Consent Agenda were communication items, the CLPL Public Relations and Development report ending January 16, 2015, the

Library Director's Report for January 2015, and the Statistical Report for December 2014. **It was moved by William Weller and seconded by Chuck Ebann to approve the consent agenda.**

**Voice Vote: Aye- 9; Nay- 0; Absent- 0; 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 December 31, 2014.**

**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 \$341,941.23 as follows:**

	<u>Total</u>
Operating Fund	\$277,967.65
Special Reserve Funds	26,982.54
Construction & Repair Fund	3,283.35
IMRF/FICA Funds	33,055.02
Gift & Memorial	112.67
Per Capita Grant Funds	540.00
<b>Grand Total:</b>	<b>\$341,941.23</b>

**Roll Call:**

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

**Nay:** none

**Absent:** none

**Motion Passed.**

**Business:**

- A) FY 15/16 Working Budget – revision – approval: **It was moved by Don Peters and seconded by Carol Heisler to approve a revised FY 15/16 Working Budget that assumes any shortfall in FY 15/16 Working Budget Operating fund, due to the levy reduction by the Crystal Lake City Council actions on 12/16/2014, will be covered by drawing from the General Reserves.**

**Roll Call:**

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

**Nay:** Vanessa Baker, Chuck Ebann, Alice Fellers

**Absent:** none

**Motion Passed.**

B) Personal & Community Assessment & Communications Plan – discussion: The Board discussed the answers compiled from the worksheet distributed by John Chrastka at the December 3, 2014 Board meeting.

**Adjournment:**

It was moved by Chuck Ebann and seconded by Don Peters to adjourn.

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

**Time: 9:29 pm**

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Charles K. Ebann, Secretary