

**Crystal Lake Public Library
Board of Trustees**

Minutes Regular Meeting – February 17, 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 7:00 pm in the Ames Meeting Room at the Library.

Don Peters served as Secretary Pro Tem in Chuck Ebann's absence.

Roll Call:

Present: Ron Eberle, John Engebretson, Alice Fellers (7:06pm), Carol Heisler, Don Peters, Terri Reece, William Weller

Absent: Chuck Ebann, Monica Szalaj

Other: none

Staff Present: Kathryn I. Martens, Library Director; Karen Migaldi, Assistant Director; Nan Goerlitz, Recording Secretary; Cheryl Riendeau, Business Office Manager; Linda Price-Natter, Public Relations Coordinator; Jennifer Drinka, 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: Don Peters, Terri Reece, and Kathryn Martens shared insights from the Legislative Breakfast.

Reading and approval of minutes: It was moved by Don Peters and seconded by John Engebretson to approve the minutes of the Regular Meeting of January 20, 2016.

Voice Vote: Aye-7; Nay-0; Absent-2; Abstain-0; Motion Passed.

Consent Agenda: Included in the Consent Agenda were the RAILS Year in Review 2015, Trustee Committee assignments, the Giving Tree report, the CLPL Public Relations and Development report ending February 11, 2016, the Library Director's Report for February 2016, and the Statistical Report for January 2016. It was moved by Don Peters and seconded by John Engebretson to approve the consent agenda.

Voice Vote: Aye- 7; Nay- 0; Absent- 2; Abstain- 0; Motion Passed.

Committee and Board Member reports:

Facilities Committee: The minutes from the January 22, 2016 meeting were in the packet.

Planning/Public Relations Committees: The minutes from the February 1, 2016 joint meeting were in the packet.

Building Committee: The minutes from the February 4, 2016 meeting were in the packet.

Approval of Financial Reports: It was moved by John Engebretson and seconded by Don Peters to approve the Financial Report for FY 15/16 as of January 31, 2016.

Voice Vote: Aye- 7; Nay- 0; Absent- 2; Abstain- 0; Motion Passed.

Approval of Disbursements: It was moved by John Engebretson and seconded by Ron Eberle to approve the disbursements in the total amount of \$315,807.59 as follows:

	<u>Total</u>
Operating Fund	\$270,932.63
Construction & Repair Fund	740.81
Special Reserve	6,865.13
Gift & Memorial Funds	27.96
IMRF/FICA Funds	35,598.86
Per Capita Grant Funds	1,642.20
Grand Total:	<hr/> 315,807.59

Roll Call:

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

Nay: none

Absent: Chuck Ebann, Monica Szalaj

Motion Passed.

Board Action:

- A) Contract with Engberg Anderson - extension: It was moved by John Engebretson and seconded by Don Peters to approve an additional \$35,985 to the contract with Engberg Anderson Architects, plus an additional \$2,500 for reimbursable expenses, per the letter dated 2/1/16 and authorize the President to execute the contract on behalf of the Library Board.

Voice Vote: Aye- 7; Nay- 0; Absent- 2; Abstain- 0; Motion Passed.

- B) Landscape Maintenance Contract 2016: It was moved by Don Peters and seconded by John Engebretson to hire Tonkin Landscape, Inc. for the 2016 season for the amounts specified in the proposal.

Voice Vote: Aye- 7; Nay- 0; Absent- 2; Abstain- 0; Motion Passed.

Board Discussion: The Board reviewed a draft work plan calendar for 2016. There was discussion regarding the Facilitating Team and the Community Engagement efforts. Alice gave an update on the Friends of the Crystal Lake Library. The group had a positive experience with their fundraiser with Savers. The Friends' book sale is also coming up with collection dates starting on March 5. Terri Reece encouraged Board Members to attend Planning/PR Committee and Building Committee meetings to stay informed on the detailed work being done. Kathryn Martens outlined the deadlines for getting a referendum on the ballot in November, if that is the direction the Board recommends. The Board decided to move its regular June meeting from June 15, 2016 to June 22, 2016 to give the Facilitating Team time to prepare a report.

Adjournment:

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

Voice Vote: Aye- 7; Nay- 0; Absent- 2; Abstain- 0; Motion Passed.

Time: 8:07 pm

Don Peters, Secretary Pro Tem