

**Crystal Lake Public Library  
Board of Trustees**

Minutes Regular Meeting – February 18, 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 7:02 pm in the Ames Meeting Room at the Library.

**Roll Call:**

**Present:** Vanessa Baker, Chuck Ebann, Ron Eberle (7:47), John Engebretson, Alice Fellers, Carol Heisler, Don Peters, Terri Reece, William Weller (via telephone)

**Absent:** none

**Other:** John Biggins, American City Bureau; Joe Huberty, Engberg Anderson

**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 viewed the United for Libraries video on Board Meetings.

**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 January 21, 2015.

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

**Committee and Board Member reports:**

Planning/Public Relations Committees: The minutes from the January 12, and February 9, 2015 joint meetings were in the packet.

Building Committee: The minutes from the January 28, and February 11, 2015 meetings were in the packet.

Facilities Committee: The minutes from the February 11, 2015 meeting were in the packet.

**Consent Agenda:** Included in the Consent Agenda were communication items, the CLPL Public Relations and Development report ending February 13, 2015, the

Library Director's Report for February 2015, the CLPL Preschool Fair report and the Statistical Report for January 2015. Questions regarding the Preschool Fair and Statistical Reports were entertained. **It was moved by Chuck Ebann and seconded by Don Peters to approve the consent agenda.**

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

**Approval of Financial Reports: It was moved by Chuck Ebann and seconded by John Engebretson to approve the Financial Report for FY 14/15 as of January 31, 2015.**

**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 \$329,379.64 as follows:**

	<u>Total</u>
Operating Fund	\$273,954.50
Special Reserve Funds	15,368.18
Construction & Repair Fund	5,246.67
IMRF/FICA Funds	33,275.52
Gift & Memorial	242.44
Per Capita Grant Funds	1,292.33
<b>Grand Total:</b>	<b>\$329,379.64</b>

**Roll Call:**

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

**Nay:** none

**Absent:** Ron Eberle

**Motion Passed.**

**Business:**

A) Planning/PR Committee recommendations

1. Education logo: **It was moved by Chuck Ebann and seconded by Don Peters to approve the education logo as recommended.**

**Voice Vote: Aye- 6; Nay- 2; Absent- 1; Abstain- 0; Motion Passed.**

Ron Eberle arrived at 7:47pm.

2. Education message: **It was moved by Don Peters and seconded by Chuck Ebann approve the education message as recommended.**

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

B) Building Committee recommendations

1. Building Project Cost estimates: It was moved by Chuck Ebann and seconded by Don Peters to accept Schematic Design Cost Estimate, Preliminary – Draft 5, as the total project costs for planning purposes, as of February 2015.

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

2. Architectural services – additional

- a) Additional schematic design services: It was moved by Chuck Ebann and seconded by Don Peters to approve the Agreement for Additional Services with Engberg Anderson, for Project No. 112160.02, as described in the document dated February 3, 2015, at a cost not to exceed \$20,000, using the Special Reserve Fund, established to cover capital expenses for a new building.

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

- b) Capital Facility Assessment update: It was moved by Chuck Ebann and seconded by Don Peters to approve the Agreement for Capital Reserves Plan Update with Engberg Anderson, for Project No. 112160.03, as described in the document dated February 3, 2015, at a cost not to exceed \$5,000, using the Special Reserve Fund, established to cover capital expenses related to planned or emergency repairs and alterations of the Library building and its equipment.

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

C) Financial – reports & discussion

1. Report from American City Bureau: The Board reviewed the Case Summary document used in the Developmental Study and considered the findings presented by John Biggins from American City Bureau.
2. Capital Improvements budgets: The Board discussed and reaffirmed the Library's financial strategy.
3. Ehlers Report: The Board began discussion of the amount to put on an advisory bond referendum.

**Adopt Resolution authorizing purchase of real estate: It was moved by Don Peters and seconded by Chuck Ebann to approve Library Resolution No. 1415-12 and to authorize the Board President and Secretary to execute the document.**

**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.**

**Approve contract for management of real estate: It was moved by John Engebretson and seconded by Don Peters authorize the Library Board President to sign the Rental Property Management Contract with Re/Max of Barrington covering the period 2/27/15 – 2/29/16 for the property at 94 Paddock St.**

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

**Adjournment:**

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

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

**Time:** 9:16 pm

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Charles K. Ebann, Secretary

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

**LIBRARY RESOLUTION NO. 1415-12**

**RESOLUTION APPROVING PURCHASE OF PROPERTY  
(94 Paddock Street, Crystal Lake, Illinois)  
(Donald & Nancy Wallin, Sellers)**

**BE IT RESOLVED** by the Board of Library Trustees of the Crystal Lake Public Library as follows:

Section 1: The Library Trustees find and determine:

- A. The purchase of property commonly known as 94 Paddock Street, Crystal Lake, Illinois (the Property) is in the best interest of Library residents;
- B. The cost for the purchase of the Property is \$325,000.00;
- C. Funds for the purchase of the Property will come from the Library's Special Reserve Fund;
- D. No City of Crystal Lake funds are involved in the Library's purchase of the Property.

Section 2: The Library Trustees approve the purchase of the Property for the price of \$325,000.00 per the terms of a Real Estate Contract.

Section 3: The Library Trustees approve funding the purchase of the Property from the Library's Special Reserve Fund.

Section 4: Any of the following persons, on the advice of the Library's Attorney, are authorized to execute all documents reasonably necessary for the purchase of Property consistent with this Resolution:

- Theresa Reece, President
- William Weller, Vice-President
- Carol A. Heisler, Treasurer
- Charles K. Ebann, Secretary
- Roger A. Ritzman, Attorney
- Mark A. Ritzman, Attorney

Section 5: This Resolution is effective immediately.

Adopted this 18<sup>th</sup> day of February, 2015, by roll call vote as follows:

AYES: Baker, Ebann, Eberle, Engebretson, Fellers, Heisler, Peters, Reece, Weller

NAYS: none

ABSTAIN: 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