

**Crystal Lake Public Library
Board of Trustees**

Minutes Regular Meeting – February 19, 2014

Call to Order: The Regular Meeting of the Crystal Lake Public Library Board of Trustees was called to order by President Terri Reece at 7:03 pm in the Ames Meeting Room at the Library.

Carol Heisler served as Secretary Pro Tem in Chuck Ebann's absence.

Roll Call:

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

Absent: Chuck Ebann

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

Citizen Participation: none

Board Development: Terri Reece summarized what was discussed at the ILA Legislative Breakfast.

Reading and approval of minutes: It was moved by Don Peters and seconded by Ron Eberle to approve the minutes of the Regular Meeting of January 15, 2014.

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

Committee and Board Member reports:

Planning & PR Committees: The minutes from the January 13, 2014 and February 10, 2014 meetings were in the packet.

Personnel Committee: The minutes from the February 4, 2014 meeting were in the packet.

Building Committee: The minutes from the February 12, 2014 meeting were in the packet.

Consent Agenda: Included in the Consent Agenda were several communication items, the Library Director's Report for February 2014, and the Statistical Report for January 2014. **The Consent Agenda was adopted by general consent.**

Approval of Financial Reports: It was moved by John Engebretson and seconded by Don Peters to approve the Financial Report for FY 13/14 as of January 31, 2014.

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 \$325,702.70 as follows:

	<u>Total</u>
Operating Fund	\$286,966.23
IMRF/FICA Funds	31,588.38
Gift & Memorial Funds	712.80
Per Capita Funds	3,777.76
Special Reserve Funds	2,215.55
Ames Fund	441.98
Grand Total:	<hr/> \$325,702.70

Roll Call:

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

Nay: none

Absent: Chuck Ebann

Motion Passed.

Business:

- A) Landscape maintenance contract 2014: It was moved by Don Peters and seconded by John Engebretson to approve the contract with Tonkin Landscape, Inc. for the 2014 season for the amounts specified.

Roll Call:

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

Nay: none

Absent: Chuck Ebann

Motion Passed.

- B) Classification & Pay Ranges revision: It was moved by William Weller and seconded by Don Peters to approve the reclassification of Building Maintenance Manager from Unit II Grade 7 to Unit II Grade 8.

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

- C) Personnel Policy revision: It was moved by William Weller and seconded by Don Peters to approve the recommended changes to CLPL's Personnel Policy.

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

Executive Session: It was moved by William Weller and seconded by Ron Eberle 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 7:26 pm.

Roll Call:

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

Nay: none

Absent: Chuck Ebann

Motion Passed.

It was moved by Don Peters and seconded by William Weller to move out of Executive Session at 8:23 pm.

Roll Call:

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

Nay: none

Absent: Chuck Ebann

Motion Passed.

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: 8:29 pm

Carol Heisler, Secretary Pro Tem