

Crystal Lake Public Library
Board of Trustees
Minutes Regular Meeting – March 11, 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 7:00 pm in the Ames Meeting Room at the Library.

Roll Call:

Present: Vanessa Baker, Chuck Ebann, Ron Eberle, John Engebretson, Alice Fellers (7:04pm), 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; 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; Marcia Tillman, LTA in Adult Services

Citizen Participation: none

Board Development: Marcia Tillman explained the Library services she provides to our Adult Living communities.

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 February 18, 2015.

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

Committee and Board Member reports:

Governance Committee: The minutes from the February 25, 2015 meeting were in the packet.

Facilities Committee: The minutes from the March 5, 2015 meeting were in the packet.

Consent Agenda: Included in the Consent Agenda were communication items, the CLPL Public Relations and Development report ending March 7, 2015, the Library Director's Report for March 2015, and the Statistical Report for February 2015. It was moved by Don Peters and seconded by Chuck Ebann 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 John Engebretson and seconded by Ron Eberle to approve the Financial Report for FY 14/15 as of February 28, 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 \$325,861.72 as follows:

	<u>Total</u>
Operating Fund	\$276,888.68
Special Reserve Funds	6,050.65
Construction & Repair Fund	3,895.03
IMRF/FICA Funds	33,454.46
Per Capita Grant Funds	2,072.90
Ames Funds	3,500.00
Grand Total:	\$325,861.72

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) Landscape Maintenance Contract renewal approval: **It was moved by Don Peters and seconded by Chuck Ebann to contract with Tonkin Landscape, Inc. for the 2015 season for the per occurrence amounts specific in the proposal.**

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

- B) Governance Committee Policy revision recommendations

1. Patron Behavior: **It was moved by Chuck Ebann and seconded by Don Peters to approve the revised Patron Behavior Policy, as recommended by the Governance Committee.**

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

2. Board of Library Trustees Bylaws: The Board discussed proposed revisions.

3. Board of Library Trustees e-mail Communication: **It was moved by Chuck Ebann and seconded by Don Peters to approve the revised Board of**

Library Trustees e-mail Communication Policy, as recommended by the Governance Committee.

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

4. Freedom of Information Act: **It was moved by Chuck Ebann and seconded by John Engebretson to approve the revised Freedom of Information Act Policy, as recommended by the Governance Committee.**

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

5. Media Relations: **It was moved by Chuck Ebann and seconded by Don Peters to approve the revised Media Relations Policy, as recommended by the Governance Committee.**

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

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: 8:00 pm

Charles K. Ebann, Secretary