

**Crystal Lake Public Library  
Board of Trustees**

Minutes Regular Meeting – March 20, 2019

**Call to Order:** The Regular Meeting of the Crystal Lake Public Library Board of Trustees was called to order by President Chuck Ebann at 7:00 pm in the Ames Meeting Room at the Library.

**Roll Call:**

**Present:** James Becker, Chuck Ebann, John Engebretson, Alice Feller, Stacey Lorenz, Don Peters, Terri Reece, Monica Szalaj, William Weller

**Absent:** none

**Other:** none

**Staff Present:** Kathryn I. Martens, Library Director; Karen Migaldi, Assistant Director; Nan Goerlitz, Recording Secretary; Stephanie Price, Public Relations Coordinator; Becky Fyolek, Head of Youth Services; Julie Gibson, Head of Circulation Services; Penny Ramirez, Head of Technical & Automation Services; Nancy Weber, Head of Adult Services

**Public Comment:** none

**Board Development:** Karen and Penny led the Board through a website style analysis of four different library websites.

**Consent Agenda:** It was moved by Terri Reece and seconded by Don Peters to approve the consent agenda including Items V. A and E.

At the request of Alice Fellers, the Statistical Report was pulled from the Consent Agenda for discussion.

**V. A. Approval of minutes of previous meeting(s) – Approve the minutes of the Regular Meeting of February 20, 2019.**

**V. E. 1. Financial reports – Approve the Financial Report for FY 18/19 as of February 28, 2019.**

**Voice Vote: Aye- 9; Nay- 0; Absent- 0; 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 \$455,623.93 as follows:

	<u>Total</u>
Operating Fund	386,204.71
Construction & Repair Fund	562.74
Per Capita Grant Funds	34,020.90
Gift & Memorial Funds	118.18
IMRF/FICA Funds	32,538.02
Ames Funds	2,179.38
<b>Grand Total:</b>	<u>455,623.93</u>

**Roll Call:**

**Aye:** James Becker, Chuck Ebann, John Engebretson, Alice Fellers, Stacey Lorenz, Don Peters, Terri Reece, Monica Szalaj, William Weller

**Nay:** none

**Absent:** none

**Abstain:** none

**Motion Passed.**

**Board Action:**

- A) 2019 Landscape Maintenance contract: It was moved by Terri Reece and seconded by Don Peters to hire Tonkin Landscape, Inc. for the 2019 season for the per occurrence fees specified in the proposal with the understanding that the appropriate certification will be obtained before applying fertilizer or weed control.

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

- B) Website agreement: It was moved by Don Peters and seconded by William Weller to approve the contract with Weblinx, Inc. for a sum not to exceed \$11,900.

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

**Board Discussion:** Alice Fellers asked about the Room Usage statistics. She wondered if the Storytime Rooms could be used as a backup option for the Conference Room, since the percentage of time used is so low. Becky Fyolek explained that the staff in Youth Services routinely uses the Storytime Rooms for additional workspace for program planning, but they have not recorded that usage in the past. She is now having them book the room to reflect that usage, so in the coming months the statistics will be more accurate. Stephanie Price reminded everyone that the Crystal Lake Home & Business EXPO is this weekend, and staff has everything ready to go for our booth.

**Adjournment:**

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

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

**Time: 8:12 pm**