

**Crystal Lake Public Library**  
**Board of Trustees**  
Minutes Regular Meeting – April 20, 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.

**Roll Call:**

**Present:** Chuck Ebann, Ron Eberle, John Engebretson, Carol Heisler, Alice Fellers, Don Peters, Terri Reece, Monica Szalaj

**Absent:** William Weller

**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 and Automation Services

**Public Comment:** none

**Board Development:** Terri Reece, Penny Ramirez, Kathryn Martens, Cynthia Lopuszynski, and Karen Migaldi shared their insights from the PLA Conference they attended April 6-9, 2016.

**Reading and approval of minutes:** It was moved by Chuck Ebann and seconded by Ron Eberle to approve the minutes of the Regular Meeting of March 16, 2016.

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

**Consent Agenda:** Included in the Consent Agenda were several communication items, CLPL Public Relations and Development report ending April 14, 2016, and the Statistical Report for March 2016. It was moved by Don Peters and seconded by John Engebretson to approve the consent agenda.

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

**Committee and Board Member reports:**

Personnel Committee: The minutes from the March 23, 2016 meeting were in the packet.

Planning/Public Relations Committees: The minutes from the April 4, 2016 joint 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 March 31, 2016.

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

**Approval of Disbursements:** It was moved by John Engebretson and seconded by Chuck Ebann to approve the disbursements in the total amount of \$331,308.46 as follows:

	<u>Total</u>
Operating Fund	\$280,444.14
Construction & Repair Fund	3,345.99
Special Reserve	7,975.00
Gift & Memorial Funds	3,929.71
IMRF/FICA Funds	35,613.62
<b>Grand Total:</b>	<b>331,308.46</b>

**Roll Call:**

**Aye:** Chuck Ebann, Ron Eberle, John Engebretson, Carol Heisler, Alice Fellers, Don Peters, Terri Reece, Monica Szalaj

**Nay:** none

**Absent:** William Weller

**Motion Passed.**

**Board Action:**

A) Facilities Committee recommendations – Approve – Management of rental properties: It was moved by John Engebretson and seconded by Don Peters to approve the recommendation of Staff regarding Right to Lease agreements, approval of rental leases and release of Security Deposit/ESCROW funds.

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

B) Planning/PR Committee recommendations – Approve – Communication Plan 2016: It was moved by Don Peters and seconded by Chuck Ebann to approve the 2016 Communications Plan as recommended by the Planning/PR Committee.

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

C) Personnel Committee Policy recommendations – Approve

1. Classification & Pay Ranges – FY 16/17: It was moved by Ron Eberle and seconded by Don Peters to approve the Classification and Pay Ranges for FY 16/17 effective May 1, 2016 as recommended by the Personnel Committee.

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

2. Merit Increases FY 16/17: It was moved by Monica Szalaj and seconded by Don Peters to approve the recommendation from the Personnel Committee to establish FY 16/17 merit increases at 2.5% for Meets Requirements, 3% for More Than Meets Requirements, and 3.5% for Exceeds Requirements effective May 8, 2016 (beginning of the first full payroll in FY 16/17).

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

**Board Discussion:** Carol Heisler distributed the forms for the Library Director's evaluation, which should be returned to William Weller by May 12, 2016. Kathryn Martens asked the Board members to let her know this week if they would be attending the Crystal Lake Chamber of Commerce annual dinner on Thursday, May 26, 2016.

**Adjournment:**

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

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

**Time: 8:06 pm**

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Chuck Ebann, Secretary