

**Crystal Lake Public Library**  
**Board of Trustees**  
Minutes Regular Meeting – June 19, 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 Fellers, Stacey Lorenz, Don Peters, Terri Reece, Monica Szalaj

**Absent:** William Weller

**Other:** Bonita Drew

**Staff Present:** Kathryn I. Martens, Library Director; Karen Migaldi, Assistant Director; Nan Goerlitz, Recording Secretary; Teri Galluzzi, Business Manager; 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; Seanine Brady, Youth Services; Cyndi Hamann, Adult Services

**Public Comment:** none

**Board Development:** Becky and Nancy gave an overview of the Beanstack software and app for logging Summer Reading Program minutes and activities. Seanine and Cyndi shared information on school visits promoting the Summer Reading Program.

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

**V. A. Approval of minutes of previous meeting(s) – Approve the minutes of the Regular Meeting of May 15, 2019.**

**V. E. 1. Financial reports – Approve the Financial Report for FY 18/19 as of May 31, 2019.**

**V. E. 1. Financial reports – Approve the Financial Report for FY 19/20 as of May 31, 2019.**

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

**Approval of Disbursements:** It was moved by John Engebretson and seconded by Terri Reece to approve the disbursements in the total amount of \$339,134.51 as follows:

	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>Total</u>
Operating Fund	5,628.26	291,386.60	297,014.86
IMRF/FICA Funds	0.00	35,163.11	35,163.11
Construction & Repair	511.54	0.00	511.54
Gifts and Memorials	0.00	6,445.00	6,445.00
<b>Grand Total:</b>	<b>6,139.80</b>	<b>332,994.71</b>	<b>339,134.51</b>

**Roll Call:**

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

**Nay:** none

**Absent:** William Weller

**Abstain:** none

**Motion Passed.**

**Board Action:**

- A) Technology Plan - approval: It was moved by Don Peters to approve the Technology Plan covering FY 19/20, FY 20/21, and FY 21/22.

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

- B) Insurance package – renewal for 19/20: It was moved by Terri Reece to approve the insurance package renewal for FY 19/20 effective July 8, 2019 and August 15, 2019 through Lamb, Little & Co. at a total cost of \$31,564.

**Roll Call:**

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

**Nay:** none

**Absent:** William Weller

**Abstain:** none

**Motion Passed.**

- C) Nonresident fee – annual review & decision on participation: It was moved by Terri Reece to opt IN on selling Nonresident Cards using the tax bill method for the period 7/1/19-6/30/20.

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

- D) Annual Reports for FY 18/19

1. Annual Reports for FY 18/19 – CLPL - review: The Board reviewed the CLPL Annual Statistics report.

2. Annual Reports for FY 18/19 – Illinois Public Library Annual Report – approval: It was moved by Terri Reece and seconded by Don Peters that this Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10; the FY 18/19 IPLAR is essential and correct; the Library Director, Board President, and Board Secretary are authorized to execute the document; the

**Library Director is authorized to submit the FY 18/19 IPLAR to the Illinois State Library.**

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

- E) Interim Secretary – approval: Stacey Lorenz will fill the balance of the term (from 6/19-7/17/19).
- F) Nominating Committee for FY 19/20 officers – appointment: President Ebann appointed Terri Reece and William Weller to the Nominating Committee

**Board Discussion:** Chuck thanked Monica Szalaj and Don Peters for their service to the Board and the Library. John Engebretson remarked that he received a letter from the City of Crystal Lake stating he's been reappointed to the Board until 2022. Alice Fellers asked about feedback from the City Council regarding the idea of CLPL becoming a District Library. Terri and Don both responded that the Council's reaction is favorable. Terri is in communication with Mayor Shepley regarding next steps. John Engebretson reminded the Board to respond to the Director's request for available dates for a special meeting.

**Adjournment:**

**It was moved by Terri Reece to adjourn.**

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

**Time: 8:13 pm**

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Monica Szalaj, Secretary