

Crystal Lake Public Library
Board of Trustees
Minutes Regular Meeting – July 15, 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 7:02 pm in the Ames Meeting Room at the Library.

Oath of Office: Chuck Ebann, Carol Heisler, and Terri Reece took the Oath of Office as returning Board members.

Roll Call:

Present: Chuck Ebann, Ron Eberle, John Engebretson, Alice Fellers (arrived at 7:37pm), 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; Cheryl Riendeau, Business Office Manager; Linda Price-Natter, Public Relations Coordinator; Jennifer Drinka, Head of Youth Services; Cynthia Lopuszynski, Head of Adult Services; Pam Miller, Head of Circulation Services; Nancy Weber, Assistant Head of Adult Services

Public Comment: none

Board Development: Nancy Weber walked the Board through registering for and using lynda.com.

Approval of minutes: It was moved by Don Peters and seconded by Chuck Ebann to approve the minutes of the Regular Meeting of June 17, 2015.

Voice Vote: Aye-7; Nay-0; Absent-1; Abstain-0; Motion Passed.

Consent Agenda: Included in the Consent Agenda were communication items, the CLPL Public Relations and Development report ending July 9, 2015, and the FY 14/15 Illinois Public Library Annual Report (IPLAR). It was moved by Don Peters and seconded by Chuck Ebann to approve the consent agenda.

Voice Vote: Aye- 7; Nay- 0; Absent- 1; Abstain- 0; Motion Passed.

Committee and Board Member reports:

Governance Committee: The minutes from the June 11, 2015 meeting were in the packet.

Planning/PR Committees: The minutes from the June 15, 2015 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 14/15 as of June 30, 2015.

Voice Vote: Aye- 7; Nay- 0; Absent- 1; Abstain- 0; **Motion Passed.**

Approval of Financial Reports: It was moved by Don Peters and seconded by Chuck Ebann to approve the Financial Report for FY 15/16 as of June 30, 2015.

Voice Vote: Aye- 7; 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 \$344,942.41 as follows:

	<u>Total</u>
Operating Fund	306,642.96
Construction & Repair	2,105.09
Gift & Memorial Funds	297.89
IMRF/FICA Funds	34,671.93
Per Capita Grant Funds	1,224.54
Grand Total:	<hr/> 344,942.41

Roll Call:

Aye: Chuck Ebann, Ron Eberle, John Engebretson, Carol Heisler, Don Peters, Terri Reece, William Weller

Nay: none

Absent: Alice Fellers

Motion Passed.

Board Action:

A) Approve 2016 Calendars

1. Library Board meetings: It was moved by Don Peters and seconded by Chuck Ebann to approve the 2016 meeting dates for the Crystal Lake Public Library Board of Trustees.

Voice Vote: Aye- 7; Nay- 0; Absent- 1; Abstain- 0; **Motion Passed.**

2. Library Closings: It was moved by Ron Eberle and seconded by Don Peters to approve the 2016 Scheduled Library Closings for the Crystal Lake Public Library.

Voice Vote: Aye- 7; Nay- 0; Absent- 1; Abstain- 0; **Motion Passed.**

B) Policies – revised

1. Gifts: It was moved by Chuck Ebann and seconded by Don Peters to approve the revised Gift & Memorial Policy, as recommended by the Governance Committee, as amended.

Voice Vote: Aye- 7; Nay- 0; Absent- 1; Abstain- 0; Motion Passed.

2. Collection Development: It was moved by Don Peters and seconded by Chuck Ebann to approve the revised Collection Development Policy, as recommended by the Governance Committee.

Voice Vote: Aye- 7; Nay- 0; Absent- 1; Abstain- 0; Motion Passed.

3. Information Service Guidelines: It was moved by Chuck Ebann and seconded by Don Peters to approve the revised Information Service Guidelines Policy, as recommended by the Governance Committee.

Voice Vote: Aye- 7; Nay- 0; Absent- 1; Abstain- 0; Motion Passed.

4. Computer & Network Use: It was moved by John Engebretson and seconded by Chuck Ebann to approve the revised Computer & Network Use Policy, as recommended by the Governance Committee.

Voice Vote: Aye- 7; Nay- 0; Absent- 1; Abstain- 0; Motion Passed.

- C) Property Management contracts: It was moved by Chuck Ebann and seconded by Don Peters to authorize the Chair of the Facilities Committee to sign the Rental Property Management Contracts with Re/Max of Barrington as they come up for renewal during the period 7/15/15-4/30/16.

Voice Vote: Aye- 7; Nay- 0; Absent- 1; Abstain- 0; Motion Passed.

- D) Election of Officers for FY 15/16: It was moved by William Weller and seconded by Chuck Ebann to waive compliance with Article III, Section 8 of the Crystal Lake Public Library Board of Trustees Bylaws for FY 15/16 which states "No person shall serve in the same office for more than two (2) full consecutive terms."

Voice Vote: Aye- 7; Nay- 0; Absent- 1; Abstain- 0; Motion Passed.

It was moved by Don Peters and seconded by Chuck Ebann to close the nominations and elect the following Slate of Officers for FY 15/16:

President:	Terri Reece
Vice-President:	William Weller
Treasurer:	Carol Heisler
Secretary:	Chuck Ebann

Voice Vote: Aye- 7; Nay- 0; Absent- 1; Abstain- 0; Motion Passed.

Alice Fellers arrived at 7:37 pm.

Board Discussion: The Board discussed available dates for a special meeting for a self-evaluation process. At this time, August 22 & October 17 should be held as potential dates.

Executive Session: It was moved by John Engebretson and seconded by Don Peters 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 7:42 pm.

Roll Call:

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

Nay: none

Absent: none

Motion Passed.

The Board came out of Executive Session at 8:05 pm.

Adjournment:

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

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

Time: 8:05 pm

Charles K. Ebann, Secretary