

Crystal Lake Public Library
Board of Trustees
Minutes Regular Meeting – July 16, 2014

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.

Oath of Office: Alice Fellers and William Weller took the Oath of Office as returning Board members.

Roll Call:

Present: Vanessa Baker, Chuck Ebann, John Engebretson, Alice Fellers, Carol Heisler, Don Peters, Terri Reece, William Weller

Absent: Ron Eberle

Other: Roger Ritzman, attorney

Staff Present: Kathryn I. Martens, Library Director; Karen Migaldi, Assistant Director; Debbie Brown, Business Manager; Linda Price-Natter, Public Relations Coordinator; Jennifer Drinka, Head of Youth Services

Citizen Participation: none

Board Development: Linda Price-Natter reviewed the 2014 Survey results and the 2014 Summer/Fall Communication Talking Points.

Approval of Minutes: It was moved by Chuck Ebann and seconded by Don Peters to approve the revised Minutes of the Regular Meeting of June 18, 2014.

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

Committee & Board Member Reports:

Planning/PR Committees: The minutes of the June 30, 2014 joint meeting were in the packet.

Finance Committee: The minutes of the July 1, 2014 meeting were in the packet.

Automation Committee: The minutes of the July 2, 2014 meeting were in the packet.

Building Committee: The minutes of the July 9, 2014 meeting were in the packet.

Consent Agenda: Included in the Consent Agenda were several communications items, the CLPL Public Relations and Development report ending July 11, 2014,

the Library Director's report for July 2014, and the Statistical Report for June 2014. **The Consent Agenda was adopted by consensus.**

Approval of Financial Reports: It was moved by John Engebretson and seconded by Don Peters to approve the Financial Report for FY 13/14 as of June 30, 2014.

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

Approval of Financial Reports: It was moved by Don Peters and seconded by John Engebretson to approve the Financial Report for FY 14/15 as of June 30, 2014.

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 \$293,707.56 as follows:

	<u>Total</u>
Operating Fund	\$251,246.12
Gift & Memorial Funds	625.00
IMRF/FICA Funds	33,788.91
Per Capita Grant Funds	2,528.37
Construction & Repair Funds	2,156.00
Special Reserve Fund	3,363.16
Grand Total:	<hr/> 293,707.56

Roll Call:

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

Nay: none

Absent: Ron Eberle

Motion Passed.

Business:

- A) Reaffirm Special Reserve Fund purposes: It was moved by Don Peters and seconded by Chuck Ebann to approve Library Resolution No. 1415-3, authorize the Board President and Secretary to execute the document, and the Library Director to forward it to the City of Crystal Lake.

Roll Call:

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

Nay: none

Absent: Ron Eberle

Motion Passed.

B) Adopt resolutions allocating Funds

1. FY 13/14 Operating and FICA/IMRF Fund Balances: **It was moved by Chuck Ebann and seconded by Don Peters to approve Library Resolution No. 1415-4 and to authorize the Board President and Secretary to execute the document and the Library Director to forward the information to the City of Crystal Lake.**

Roll Call:

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

Nay: none

Absent: Ron Eberle

Motion Passed.

2. Adopt resolutions allocating Funds – FICA/IMRF Reserve Funds: **It was moved by John Engebretson and seconded by Don Peters to approve Library Resolution No. 1415-5 and to authorize the Board President and Secretary to execute the document and the Library Director to forward the information to the City of Crystal Lake.**

Roll Call:

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

Nay: none

Absent: Ron Eberle

Motion Passed.

C) Approve FY 13/14 Annual Reports

1. Illinois Public Library Annual Report (IPLAR): **It was moved by Don Peters and seconded by Chuck Ebann to approve the FY 13/14 Illinois Public Library Annual Report, authorize the Library Director, Board President, and Board Secretary to sign the Certification, and submit the report to the State.**

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

2. CLPL's compiled: **It was moved by Chuck Ebann and seconded by Don Peters to approve CLPL's compiled Statistics for FY 13/14.**

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

D) Approve 2015 Calendars:

1. Library Board meetings: **It was moved John Engebretson and seconded by Don Peters to approve the 2015 meeting dates for the Crystal Lake Public Library Board of Trustees.**

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

2. Library closings: It was moved by Chuck Ebann and seconded by Don Peters to approve the 2015 Scheduled Library Closings for the Crystal Lake Public Library.

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

E) Approve Site Comparison Study report: It was moved by Don Peters and seconded by Chuck Ebann to approve and release the Site Comparison Study to the public and to make it available through the Library's website and one hard copy in the Library.

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

F) Approve CLPL's Schematic Building Program: It was moved by Don Peters and seconded by Chuck Ebann to approve the Schematic Building Program Statement dated July 2014 and to use this as our guide moving forward with the Library building project.

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

G) Election of FY 14/15 Officers: It was moved by Chuck Ebann and seconded by Don Peters to close the nominations.

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

It was moved by John Engebretson and seconded by Don Peters to elect the following slate of officers:

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

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

Executive Session: It was moved by Chuck Ebann 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, Karen Migaldi, and Debbie Brown to remain for the Executive Session at 8:47 pm.

Roll Call:

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

Nay: none

Absent: Ron Eberle

Motion Passed.

It was moved by Chuck Ebann and seconded by Don Peters to move out of Executive Session at 8:52 pm.

Roll Call:

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

Nay: none

Absent: Ron Eberle

Motion Passed.

It was moved by John Engebretson and seconded by Don Peters to approve Library Resolution No. 1415-6 – Resolution Approving Purchase of Property (81 W. Crystal Lake Ave., Crystal Lake IL).

Roll Call:

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

Nay: none

Absent: Ron Eberle

Motion Passed.

It was moved by John Engebretson and seconded by Don Peters to approve Library Resolution No. 1415-7 – Resolution Approving Purchase of Property (91 W. Crystal Lake Ave., Crystal Lake IL).

Roll Call:

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

Nay: none

Absent: Ron Eberle

Motion Passed.

Adjournment:

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

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

Time: 8:57 pm

Charles K. Ebann, Secretary

LIBRARY RESOLUTION NO. 1415-3

**A RESOLUTION REAFFIRMING THE PURPOSES OF ACCUMULATIONS IN
THE SPECIAL RESERVE FUND**

Whereas, the Illinois Local Library Act (the Act) authorizes establishment of a reserve fund (75 ILCS 5/5-8) (Special Reserve Fund); and

Whereas, money deposited from time to time in a Special Reserve Fund is limited in use as provided by the Act; and

Whereas, except for expenditures for emergency repairs, a plan for the use of the accumulations in a Special Reserve Fund and a cost estimate for said plan are required; and

Whereas, said plan may be amended as circumstances may require; and

Whereas, a Special Reserve Fund was hereby established by the Library Trustees on September 27, 2006 and funds have been transferred from time to time into the Special Reserve Fund; and

Whereas, on October 23, 2013 the Library Trustees determined that the purposes of the Special Reserve Fund needed to be expanded based on the current needs of the Crystal Lake Public Library;

Now, therefore, be it resolved by the Board of Library Trustees of the Crystal Lake Public Library as follows:

Section 1: Funds which may accumulate in the future in the Special Reserve Fund may be used for one or more of the following purposes:

- Major Library building remodeling
- Planned or emergency repairs & alterations of the Library Building and its equipment
- An addition to the Library
- Site acquisition
- A new Library

Section 2: Unexpended balances in the General Fund/Operating Fund may be transferred each year to the Special Reserve Fund as the Library Trustees deem appropriate.

Section 3: In any year for which the Library Trustees intend to deposit funds into the Special Reserve Fund the Library Trustees shall provide for such accumulations in the annual appropriation to the City of Crystal Lake.

Passed by the Board of Library Trustees of the Crystal Lake Public Library, McHenry County, Illinois this 16th day of July, 2014.

Approved this 16th day of July 2014.

Ayes:

Nays:

Absent:

Teresa Reece, President of the Board of Library Trustees
Crystal Lake Public Library

ATTEST:

Charles K. Ebann, Secretary of the Board of Library Trustees
Crystal Lake Public Library

LIBRARY RESOLUTION NO.1415-4

A RESOLUTION AUTHORIZING THE TRANSFER OF FY 13/14 FUND BALANCES

Be it resolved by the Board of Library Trustees of the City of Crystal Lake that, of the unexpended balances of the proceeds received during FY13/14

- from annual public library taxes (General Fund/Operating Fund),
 - the sum of \$493,205.51 shall be transferred to the Library Special Reserve Fund
 - the sum of \$9,750.00 shall be included in the Library Operating General Reserve Fund and earmarked for expenditure during FY 14/15 for the eRead IL project
- from annual public library taxes (FICA Fund), the sum of \$15,208.27 shall be included in the FICA Reserve,
- from annual public library taxes (IMRF Fund), the sum of \$26,157.58 shall be included in the IMRF Reserve.

PASSED this 16th day of July, 2014, pursuant to a vote as follows:

AYES:

NAYS:

ABSENT:

ATTEST:

Teresa Reece, President of the Board of Library Trustees
Crystal Lake Public Library

Charles K. Ebann, Secretary of the Board of Library Trustees
Crystal Lake Public Library

LIBRARY RESOLUTION NO.1415-5

A RESOLUTION AUTHORIZING THE TRANSFER OF OPERATING FUNDS USED TO ESTABLISH FICA/IMRF FUND BALANCES

WHEREAS, on September 21, 2011, the Board of Library Trustees of the City of Crystal Lake authorized the transfer of \$213,603.00 from unexpended balances of the proceeds received during FY10/11 from annual public library taxes (General Fund/Operating Fund), to the Library's new FICA/IMRF Fund in order to achieve a 6-month fund balance, and

WHEREAS, at an October 2014 meeting, the City of Crystal Lake's Assistant Finance Director advised Library Staff against large reserve funds for FICA/IMRF, and

WHEREAS, during FY 13/14, the FICA/IMRF Fund was required to be separated into two separate Funds, and

WHEREAS, some interest has accumulated,

NOW, THEREFOR BE IT RESOLVED that the Operating Funds originally used to establish a 6-month fund balance for FICA/IMRF, plus interest accrued, be transferred to the Library Special Reserve Fund as follows:

- \$81,219.29 from FICA Reserves to the Special Reserve Fund
- \$132,515.62 from IMRF Reserves to the Special Reserve Fund

PASSED this 16th day of July, 2014, pursuant to a vote as follows:

AYES:

NAYS:

ABSENT:

ATTEST:

Teresa Reece, President of the Board of Library Trustees
Crystal Lake Public Library

Charles K. Ebann, Secretary of the Board of Library Trustees
Crystal Lake Public Library

**THE BOARD OF LIBRARY TRUSTEES OF
THE CRYSTAL LAKE PUBLIC LIBRARY**

LIBRARY RESOLUTION NO.1415-6

**RESOLUTION APPROVING PURCHASE OF PROPERTY
(81 W. Crystal Lake Avenue, Crystal Lake, Illinois)**

BE IT RESOLVED by the Board of Library Trustees of the Crystal Lake Public Library as follows:

Section 1: The Library Trustees find and determine:

- A. The purchase of property commonly known as 81 W. Crystal Lake Avenue, Crystal Lake, Illinois (the Property) is in the best interest of Library residents;
- B. The cost for the purchase of the property is \$167,000.00;
- C. Funds for the purchase of the Property will come from the Library's Special Reserve Fund;
- D. No City of Crystal Lake funds are involved in the Library's purchase of the Property.

Section 2: The Library Trustees approve the purchase of the Property for the price of \$167,000.00 per the terms of a Multi-Board Residential Real Estate Contract.

Section 3: The Library Trustees approve funding the purchase of the Property from the Library's Special Reserve Fund.

Section 4: Any of the following persons, on the advice of the Library's Attorney, are authorized to execute all documents reasonably necessary for the purchase of Property consistent with this Resolution:

- Teresa Reece, President
- William Weller, Vice-President
- Carol A. Heisler, Treasurer
- Charles K. Ebann, Secretary
- Roger A. Ritzman, Attorney
- Mark A. Ritzman, Attorney

Section 5: This Resolution is effective immediately.

Adopted this 16th day of July, 2014, by roll call vote as follows:

AYES: _____

NAYS: _____

ABSTAIN: _____

Teresa Reece, President
Board of Library Trustees of the City of Crystal Lake

ATTEST:

Charles K. Ebann, Secretary
Board of Library Trustees of the City of Crystal Lake

**THE BOARD OF LIBRARY TRUSTEES OF
THE CRYSTAL LAKE PUBLIC LIBRARY**

LIBRARY RESOLUTION NO. 1415-7

**RESOLUTION APPROVING PURCHASE OF PROPERTY
(91 W. Crystal Lake Avenue, Crystal Lake, Illinois)**

BE IT RESOLVED by the Board of Library Trustees of the Crystal Lake Public Library as follows:

Section 1: The Library Trustees find and determine:

- E. The purchase of property commonly known as 91 W. Crystal Lake Avenue, Crystal Lake, Illinois (the Property) is in the best interest of Library residents;
- F. The cost for the purchase of the property is \$600,000.00;
- G. Funds for the purchase of the Property will come from the Library's Special Reserve Fund;
- H. No City of Crystal Lake funds are involved in the Library's purchase of the Property.

Section 2: The Library Trustees approve the purchase of the Property for the price of \$600,000.00 per the terms of a Real Estate Sale Contract.

Section 3: The Library Trustees approve funding the purchase of the Property from the Library's Special Reserve Fund.

Section 4: Any of the following persons, on the advice of the Library's Attorney, are authorized to execute all documents reasonably necessary for the purchase of Property consistent with this Resolution:

- Teresa Reece, President
- William Weller, Vice-President
- Carol A. Heisler, Treasurer
- Charles K. Ebann, Secretary
- Roger A. Ritzman, Attorney
- Mark A. Ritzman, Attorney

Section 5: This Resolution is effective immediately.

Adopted this 16th day of July, 2014, by roll call vote as follows:

AYES: _____

NAYS: _____

ABSTAIN: _____

Teresa Reece, President
Board of Library Trustees of the City of Crystal Lake

ATTEST:

Charles K. Ebann, Secretary
Board of Library Trustees of the City of Crystal Lake