

Crystal Lake Public Library
Board of Trustees
Minutes Regular Meeting – August 19, 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 7:00 pm in the Ames Meeting Room at the Library.

Roll Call:

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

Absent: none

Other: Bonnie Drew

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; Penny Ramirez, Head of Technical & Automation Services; Nancy Weber, Assistant Head of Adult Services

Public Comment: none

Board Development: Nancy Weber presented an overview of eReadIllinois, our newest eBook platform.

Approval of minutes: It was moved by John Engebretson and seconded by Chuck Ebann to approve the minutes of the Regular Meeting of July 15, 2015.

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

Consent Agenda: Included in the Consent Agenda were communication items, the Library Director's report for August 2015, and the Statistical Reports for June and July 2015. The communication from Robert Martin was removed from the Consent Agenda. It was moved by Don Peters and seconded by Chuck Ebann to approve the consent agenda.

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

The Board will respond to Mr. Martin directing him to the building information on our website.

Committee and Board Member reports:

Planning/PR Committees: The minutes from the July 13 and August 10, 2015 joint meetings were in the packet.

Facilities Committee: The minutes from the July 29, 2015 meeting were in the packet.

Building Committee: The minutes from the August 12, 2015 meeting were in the packet.

Approval of Financial Reports: It was moved by Chuck Ebann and seconded by Don Peters to approve the Financial Report for FY 14/15 as of July 31, 2015.

Voice Vote: Aye- 8; Nay- 0; Absent- 0; 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 July 31, 2015.

Voice Vote: Aye- 8; Nay- 0; Absent- 0; 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 \$340,896.62 as follows:

	<u>Total</u>
Operating Fund	285,663.33
Construction & Repair	18,064.25
Special Reserve	214.50
Gift & Memorial Funds	43.04
IMRF/FICA Funds	35,061.15
Per Capita Grant Funds	1,850.35
Grand Total:	<hr/> 340,896.62

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.

Board Action:

A) FY 15/16 Committee Appointments: Committee assignments are unchanged.

B) Adopt resolutions allocating Funds

1. FY 14/15 Operating Fund Balance: It was moved by Don Peters and seconded by Chuck Ebann to approve Library Resolution No. 1516-3 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.

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

2. FY 14/15 FICA Fund Balance: It was moved by Chuck Ebann and seconded by Don Peters to approve Library Resolution No. 1516-4 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.

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

3. FY 14/15 IMRF Fund Balance: It was moved by John Engebretson and seconded by Chuck Ebann to approve Library Resolution No. 1516-5 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.

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

- C) HVAC Contract renewal: It was moved by Don Peters and seconded by Chuck Ebann to approve the Heating and Air Conditioning Service Agreement with Sherman Mechanical, Inc. for \$15,368 annually for the period 10/14/15-10/13/16 and authorize the Library Director to execute the document.

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

- D) Janitorial Services Contract renewal: It was moved by Chuck Ebann and seconded by Don Peters to approve the contract with U.S. Service Systems, Inc. for \$3,369.70/month (\$40,436.40 annually) for the period covering 10/1/15-9/30/16 and authorize the Library Board President to execute the document.

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

Board Discussion: Chuck Ebann shared an article regarding the Gail Borden Public Library District (Elgin) Board's decision not to post full Agenda packets on their website. Board members discussed who would like to attend the free Winning Before You Start seminar on September 1, 2015. Terri Reece gave some direction regarding the Board planning session on Saturday, August 22, 2015.

Executive Session: It was moved by Chuck Ebann and seconded by Don Peters to move into Executive Session for the purpose of discussing the purchase or lease of real property for the use of the public body [5 ILCS 120/2(c)(5)], and to allow Kathryn I. Martens and Karen Migaldi to remain for the Executive Session at 7:53 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 William Weller and seconded by Don Peters to adjourn.

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

Time: 8:05 pm

Charles K. Ebann, Secretary

LIBRARY RESOLUTION NO.1516-3

A RESOLUTION AUTHORIZING THE TRANSFER OF OPERATING 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 FY14/15 and FY13/14 (earmarked for eRead IL) from annual public library taxes and a grant (General Fund/Operating Fund),

- The sum of \$1,000, received in FY 14/15 as a grant from Target shall be included in the Library Operating General Reserve Fund and earmarked for expenditure during FY 15/16 for the Winter Reading Program
- the sum of \$553,158.49 received in FY14/15 shall be transferred to the Library Special Reserve Fund
- the sum of \$7,171.15 (FY13/14 funds remaining from the \$9,750 earmarked for expenditure during FY 14/15 for the eRead IL project) shall be transferred to the Library Special Reserve Fund

PASSED this 19th day of August, 2015, pursuant to a vote as follows:

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

NAYS: none

ABSENT: none

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.1516-4

A RESOLUTION AUTHORIZING THE TRANSFER OF FY 14/15 FICA 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 FY14/15

- from annual public library taxes (FICA Fund), the sum of \$5,227.06 shall be included in the FICA Reserve,

PASSED this 19th day of August, 2015, pursuant to a vote as follows:

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

NAYS: none

ABSENT: none

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.1516-5

A RESOLUTION AUTHORIZING THE TRANSFER OF FY14/15 IMRF 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 FY14/15

- from annual public library taxes (IMRF Fund), the sum of \$10,671.51 shall be included in the IMRF Reserve.

PASSED this 19th day of August, 2015, pursuant to a vote as follows:

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

NAYS: none

ABSENT: none

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