

**Crystal Lake Public Library
Board of Trustees**

Minutes Regular Meeting – September 17, 2014

Call to Order: The Regular Meeting of the Crystal Lake Public Library Board of Trustees was called to order by Vice President William Weller at 7:01 pm in the Ames Meeting Room at the Library.

Roll Call:

Present: Vanessa Baker, Chuck Ebann, Ron Eberle, John Engebretson, Alice Fellers (7:04), Carol Heisler, William Weller

Absent: Don Peters, Terri Reece

Other: Joe Huberty, architect; Mark Ritzman, attorney

Staff Present: Kathryn I. Martens, Library Director; Karen Migaldi, Assistant Director; Nan Goerlitz, Recording Secretary; 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 & Automation Services

Citizen Participation: none

Board Development: Cynthia Lopuszynski gave the Board a tour of the new catalog.

Reading and approval of minutes: It was moved by Chuck Ebann and seconded by John Engebretson to approve the minutes of the Regular Meeting of August 20, 2014.

Voice Vote: Aye-5; Nay-0; Absent-2; Abstain-2; Motion Passed.

Committee and Board Member reports:

Finance Committee: The minutes from the August 26, 2014 meeting were in the packet.

Planning/PR Committee: The minutes from the September 8, 2014 meeting were in the packet.

Consent Agenda: Included in the Consent Agenda were several communication items, the CLPL Public Relations and Development Report ending August 17, 2014, the Library Director's Report for September 2014, and the Statistical Report for August 2014. **The Consent Agenda was adopted by consensus.**

Approval of Financial Reports: It was moved by Carol Heisler and seconded by Ron Eberle to approve the Financial Report for FY 14/15 as of August 31, 2014.

Voice Vote: Aye- 7; Nay- 0; Absent- 2; Abstain- 0; Motion Passed.

Approval of Disbursements: It was moved by Carol Heisler and seconded by John Engebretson to approve the disbursements in the total amount of \$301,693.95 as follows:

	<u>Total</u>
Operating Fund	\$260,599.92
Construction & Repair Fund	5,588.00
IMRF/FICA Funds	33,197.20
Gift & Memorial Funds	1,119.32
Per Capita Funds	265.15
Special Reserve Fund	924.36
Grand Total:	<hr/> \$301,693.95

Roll Call:

Aye: Vanessa Baker, Chuck Ebann, Ron Eberle, John Engebretson, Alice Fellers, Carol Heisler, William Weller

Nay: none

Absent: Don Peters, Terri Reece

Motion Passed.

Business:

- A) HVAC Maintenance Contract approval: It was moved by John Engebretson and seconded by Chuck Ebann to renew the Heating and Air Conditioning Service Agreement with Sherman Mechanical, Inc. for \$15,140 annually for the period 10/14/14 – 10/13/15 and authorize the Library Director to execute the document.

Voice Vote: Aye- 7; Nay- 0; Absent- 2; Abstain- 0; Motion Passed.

- B) Janitorial Services Contract approval: It was moved by John Engebretson and seconded by Chuck Ebann to approve the Contract for Janitorial Services with U.S. Service Systems, Inc. for \$3369.70/month (\$40,436.40 annually) for the period covering 10/1/14 – 9/30/15, and authorize the Board President to execute the document.

Voice Vote: Aye- 7; Nay- 0; Absent- 2; Abstain- 0; Motion Passed.

- C) Pay It Forward Fine Forgiveness approval: It was moved by Chuck Ebann and seconded by Carol Heisler to approve Library Resolution No. 1415-8 approving a Fine Amnesty November 1-14, 2014 to benefit the Crystal Lake Food Pantry.

Voice Vote: Aye- 7; Nay- 0; Absent- 2; Abstain- 0; Motion Passed.

- D) Per Capita Grant application approval: It was moved by Chuck Ebann and seconded by Ron Eberle to approve the FY2015 Per Capita Grant application and authorize the Library Director to submit the documents.

Voice Vote: Aye- 7; Nay- 0; Absent- 2; Abstain- 0; Motion Passed.

- E) Architects' contract amended: It was moved by Chuck Ebann and seconded by Ron Eberle approve the Owner-Architect Agreement | Replacement Building Schematic Design Services letter of agreement, with Engberg Anderson dated July 9, 2012, Revised April 14, 2014, Revised September 4, 2014.

Voice Vote: Aye- 7; Nay- 0; Absent- 2; Abstain- 0; Motion Passed.

Executive Session: It was moved by John Engebretson and seconded by Chuck Ebann 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, Joe Huberty, Mark Ritzman and Nan Goerlitz to remain for the Executive Session at 8:11 pm.

Roll Call:

Aye: Vanessa Baker, Chuck Ebann, Ron Eberle, John Engebretson, Alice Fellers, Carol Heisler, William Weller

Nay: none

Absent: Don Peters, Terri Reece

Motion Passed.

It was moved by Chuck Ebann and seconded by Ron Eberle to move out of Executive Session at 8:21 pm.

Roll Call:

Aye: Vanessa Baker, Chuck Ebann, Ron Eberle, John Engebretson, Alice Fellers, Carol Heisler, William Weller

Nay: none

Absent: Don Peters, Terri Reece

Motion Passed.

It was moved by Chuck Ebann and seconded by Ron Eberle to approve Library Resolution No. 1415-9 – Resolution Approving Purchase of Property (1 S. McHenry Avenue, Crystal Lake IL)

Roll Call:

Aye: Vanessa Baker, Chuck Ebann, Ron Eberle, John Engebretson, Alice Fellers, Carol Heisler, William Weller

Nay: none

Absent: Don Peters, Terri Reece

Motion Passed.

It was moved by John Engebretson and seconded by Chuck Ebann to authorize the Library Board President or Vice-President to sign the Rental Property Management Contract with Re/Max of Barrington covering the period of 365 days from closing.

Roll Call:

Aye: Vanessa Baker, Chuck Ebann, Ron Eberle, John Engebretson, Alice Fellers, Carol Heisler, William Weller

Nay: none

Absent: Don Peters, Terri Reece

Motion Passed.

Adjournment:

It was moved by Chuck Ebann and seconded by Ron Eberle to adjourn.

Voice Vote: Aye- 7; Nay- 0; Absent- 2; Abstain- 0; Motion Passed.

Time: 8:23 pm

Charles K. Ebann, Secretary

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

**LIBRARY RESOLUTION NO. 1415-8
RESOLUTION APPROVING FINE AMNESTY, NOVEMBER 1-14, 2014**

WHEREAS, the Mission of the Crystal Lake Public Library Is “Helping people, of all ages and backgrounds, learn enjoy, and better their lives”, and

WHEREAS, the Crystal Lake Public Library’s Strategic Plan, as approved January 2013, includes the goals and objectives to

- Work cooperatively with other...community groups and other organizations to enhance access to Library resources
- Identify, maintain, and expand cooperative ventures
- Make use of special events to increase visibility and raise awareness of the Library and its resources

WHEREAS, Community Harvest is a special community-wide effort in Fall 2014 to support the Crystal Lake Food Pantry and needy families in our community, and

WHEREAS, an amnesty program has proven to be popular and successful by giving Library patrons who have fallen behind the opportunity to return to good standing and thus again make use of beneficial Library resources,

NOW THEREFORE, be it resolved that the **Board of Library Trustees approves a Pay It Forward Fine Amnesty to benefit the Crystal Lake Food Pantry from November 1-14, 2014 whereby all fines are forgiven when at least one half of the amount owed is donated to the Crystal Lake Food Pantry via cash or check.**

DATE: September 17, 2014

**President
Board of Library Trustees of the City of Crystal Lake**

ATTEST:

**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. 1415-9

**RESOLUTION APPROVING PURCHASE OF PROPERTY
(1 S. McHenry 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 1 S. McHenry Avenue, Crystal Lake, Illinois (the Property) is in the best interest of Library residents;
- B. The cost for the purchase of the Property is \$300,000.00;
- 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 \$300,000.00 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:

- Theresa 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 17th day of September, 2014, by roll call vote as follows:

AYES: Vanessa Baker, Charles Ebann, Ron Eberle, John Engebretson, Alice Fellers, Carol Heisler, William Weller

NAYS:

ABSTAIN:

ABSENT: Don Peters, Terri Reece

William Weller, Vice-President
Board of Library Trustees

ATTEST:

Charles K. Ebann, Secretary
Board of Library Trustees