

**Crystal Lake Public Library
Board of Trustees**

Minutes Regular Meeting – September 21, 2016

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, Carol Heisler, Alice Fellers, Don Peters, Terri Reece, Monica Szalaj, 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; Penny Ramirez, Head of Technical and Automation Services

Public Comment: none

Board Development: none

Reading and approval of minutes: It was moved by Chuck Ebann and seconded by Don Peters to approve the minutes of the Regular Meeting of August 17, 2016.

Voice Vote: Aye-9; Nay-0; Absent-0; Abstain-0; Motion Passed.

Consent Agenda: Included in the Consent Agenda were the CLPL Public Relations and Development report ending September 15, 2016. It was moved by Chuck Ebann and seconded by Don Peters to approve the consent agenda.

Voice Vote: Aye- 9; Nay- 0; Absent- 0; Abstain- 0; Motion Passed.

At the request of Alice Fellers, the Statistical Report for August 2016 was removed from the Consent Agenda and discussed.

Committee and Board Member reports:

Facilities Committee: The minutes from the September 8, 2016 meeting were in the packet.

Building Committee: The minutes from the September 14, 2016 meeting were in the packet.

Approval of Financial Reports: It was moved by Don Peters and seconded by Ron Eberle to approve the Financial Report for FY 16/17 as of August 31, 2016.

Voice Vote: Aye- 9; Nay- 0; Absent- 0; Abstain- 0; **Motion Passed.**

Approval of Disbursements: It was moved by John Engebretson and seconded by Don Peters to approve the disbursements in the total amount of \$339,314.56 as follows:

	<u>Total</u>
Operating Fund	259,897.57
Construction & Repair	9,520.38
Per Capita Grant Fund	1,254.00
Special Reserve	31,943.06
Gift & Memorial Fund	115.00
IMRF/FICA Funds	36,584.55
Grand Total:	<hr/> \$339,314.56

Roll Call:

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

Nay: none

Absent: none

Motion Passed.

Board Action:

- A) Pay It Forward – Forgiving Fines to Feed Families: It was moved by Don Peters and seconded by Chuck Ebann to approve Library Resolution No. 1617-3 approving a Fine Amnesty November 1-14, 2016.

Voice Vote: Aye- 9; Nay- 0; Absent- 0; Abstain- 0; **Motion Passed.**

- B) Property Management – recommendation from Facilities Committee: It was moved by John Engebretson and seconded by Don Peters to approve the Facilities Committee recommendation to retain the security and pet deposits (\$1,490) and waive the unpaid rent (\$4,950) that Paul Wells had guaranteed at 91 Crystal Lake Ave.

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

It was moved by Don Peters and seconded by John Engebretson to authorize the Business Manager to transfer \$1,490 from the Security Deposit Escrow Account to the Rental Income Account in the Construction & Repair Fund.

Voice Vote: Aye- 9; Nay- 0; Absent- 0; Abstain- 0; Motion Passed.

- C) HVAC Maintenance Contract – annual renewal: It was moved by John Engebretson and seconded by Ron Eberle to approve the Heating and Air Conditioning Service Agreement with Sherman Mechanical, Inc. for \$15,140 annually for the period 10/14/16-10/13/17 and authorize the Library Director to execute the document.

Voice Vote: Aye- 9; Nay- 0; Absent- 0; Abstain- 0; Motion Passed.

- D) Janitorial Services Contract – annual renewal: It was moved by Don Peters and seconded by Chuck Ebann to approve the contract with U.S. Service Systems, Inc. for \$3,369.70/month (\$40,436.40 annually) for the period covering 10/1/16-9/30/17 and authorize the Library Board President to execute the document.

Voice Vote: Aye- 9; Nay- 0; Absent- 0; Abstain- 0; Motion Passed.

Board Discussion: none

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 and Karen Migaldi to remain for the Executive Session at 7:29 pm.

Roll Call:

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

Nay: none

Absent: none

Motion Passed.

The Board came out of Executive Session at 7:39 pm.

Adjournment:

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

Voice Vote: Aye- 9; Nay- 0; Absent- 0; Abstain- 0; Motion Passed.

Time: 7:40 pm

Chuck Ebann, Secretary

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

**LIBRARY RESOLUTION NO. 1617-3
RESOLUTION APPROVING FINE AMNESTY, NOVEMBER 1-14, 2016**

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 2016 to support the Crystal Lake Food Pantry and needy families in our community, and

WHEREAS, a fine 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, 2016 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 21, 2016

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

ATTEST: _____
**Secretary
Board of Library Trustees of the City of Crystal Lake**