

Crystal Lake Public Library Board of Trustees

Minutes Regular Meeting – January 15, 2020

Call to Order: The Regular Meeting of the Crystal Lake Public Library Board of Trustees was called to order by President Chuck Ebann at 7:00 pm in the Ames Meeting Room at the Library.

Roll Call:

Present: James Becker, Bonita Drew, Chuck Ebann, John Engebretson, Alice Fellers, Stacey Lorenz, Cary Waxler, William Weller

Absent: none

Other: none

Staff Present: Kathryn I. Martens, Library Director; Karen Migaldi, Assistant Director; Nan Goerlitz, Recording Secretary; Teri Galluzzi, Business Manager; Stephanie Price, Public Relations Coordinator; Becky Fyolek, Head of Youth Services; Julie Gibson, Head of Circulation Services; Penny Ramirez, Head of Technical & Automation Services; Nancy Weber, Head of Adult Services

Public Comment: none

Board Development: The Board watched a United for Libraries video on Board Self-Evaluation. Discussion followed regarding doing another self-evaluation and using the results to set goals for future training.

Consent Agenda: It was moved by William Weller to approve the consent agenda including Items V. A and E.

V. A. Approval of minutes of previous meeting(s) – Approve the minutes of the Regular Meeting of December 18, 2019.

V. E. 1. Financial reports – Approve the Financial Report for FY 19/20 as of December 31, 2019.

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

Approval of Disbursements: It was moved by Stacey Lorenz and seconded by John Engebretson to approve the disbursements in the total amount of \$343,563.10 as follows:

	<u>Total</u>
Operating Fund	302,934.90
Construction & Repair	784.99
Per Capita Grant Funds	2,689.25
Gifts & Memorial Funds	188.38
IMRF/FICA Funds	36,965.58
Grand Total:	<hr/> \$343,563.10

Roll Call:

Aye: James Becker, Bonita Drew, Chuck Ebann, John Engebretson, Alice Fellers, Stacey Lorenz, Cary Waxler, William Weller

Nay: none

Absent: none

Abstain: none

Motion Passed.

Board Action:

- A) Printing contract - approval: **It was moved by Stacey Lorenz and seconded by Cary Waxler to approve a 5-year Printing Contract with The Stevens Group.**

Roll Call:

Aye: James Becker, Bonita Drew, Chuck Ebann, John Engebretson, Alice Fellers, Stacey Lorenz, Cary Waxler, William Weller

Nay: none

Absent: none

Abstain: none

Motion Passed.

- B) Facility project – contract approvals

1. Engberg Anderson: **It was moved by Cary Waxler and seconded by John Engebretson to approve the contract with Engberg Anderson, Inc. for the 2020 Repairs project for \$250,000 plus reimbursable expenses and authorize the Board President to execute the document.**

Roll Call:

Aye: James Becker, Bonita Drew, Chuck Ebann, John Engebretson, Alice Fellers, Stacey Lorenz, Cary Waxler, William Weller

Nay: none

Absent: none

Abstain: none

Motion Passed.

2. Featherstone, Inc.: It was moved by Cary Waxler and seconded by John Engebretson to approve the contract with Featherstone, Inc. for Construction Management Services for the 2020 Repairs project for \$272,540 plus reimbursable expenses.

Roll Call:

Aye: James Becker, Bonita Drew, Chuck Ebann, John Engebretson, Alice Fellers, Stacey Lorenz, Cary Waxler, William Weller

Nay: none

Absent: none

Abstain: none

Motion Passed.

Board Discussion: William Weller commented that the fines collected during our Pay It Forward promotion were significantly less than in previous years. Stacey Lorenz wanted to clarify that the attendance statistics for our programs only include actual attendees. James Becker commented that the Conference Room turns away a lot of potential users. Stacey Lorenz asked if there were any developments on filling the vacant Board member position. William Weller, Alice Fellers, Cary Waxler, Bonita Drew, and Stacey Lorenz volunteered to help with the usability testing for the new website. Stacey Lorenz informed the Board that the Finance Committee has started looking at going fine free. Alice Fellers discussed her struggles with taking minutes at Committee meetings and offered some solutions for handling it.

Executive Session: It was moved by Chuck Ebann and seconded by William Weller to move into Executive Session for the purposes of discussing potential litigation [5 ILCS 120/2(c)(11)] and to allow Kathryn I. Martens and Karen Migaldi to remain for the Executive Session at 8:02 pm.

Roll Call:

Aye: James Becker, Bonita Drew, Chuck Ebann, John Engebretson, Alice Fellers, Stacey Lorenz, Cary Waxler, William Weller

Nay: none

Absent: none

Motion Passed.

The Board came out of Executive Session at 8:38 pm.

Adjournment:

It was moved by William Weller and seconded by John Engebretson to adjourn.

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

Time: 8:39 pm