

**Crystal Lake Public Library
Board of Trustees**

Minutes Regular Meeting – October 16, 2019

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: James Becker, Bonita Drew, Chuck Ebann, Alice Fellers, Terri Reece, Cary Waxler, William Weller

Absent: John Engebretson, Stacey Lorenz

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; Ashlee Tominey, Youth Services Librarian

Public Comment: none

Board Development: Ashlee Tominey presented information on Crystal Lake Public Library services to elementary school children.

Consent Agenda: It was moved by Chuck Ebann and seconded 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 September 18, 2019.

V. E. 1. Financial reports – Approve the Financial Report for FY 19/20 as of September 30, 2019.

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

Approval of Disbursements: It was moved by Chuck Ebann and seconded by William Weller to approve the disbursements in the total amount of \$363,507.71 as follows:

	<u>Total</u>
Operating Fund	303,299.24
Construction & Repair	25,502.61
Gifts & Memorial Funds	36.98
IMRF/FICA Funds	34,668.88
Grand Total:	<hr/> \$363,507.71

Roll Call:

Aye: James Becker, Bonita Drew, Chuck Ebann, Alice Fellers, Terri Reece, Cary Waxler, William Weller

Nay: none

Absent: John Engebretson, Stacey Lorenz

Abstain: none

Motion Passed.

Board Action:

A) Classifications & Pay Ranges – 2019 market adjustments: It was moved by William Weller and seconded by Cary Waxler to approve the following adjustments to the Classification and Pay Ranges for the Crystal Lake Public Library effective 10/20/2019

1. Adjust the minimum and maximum pay for Grade 1 by 9.5% to comply with the new minimum wage of \$10 as required by law as of 7/1/2020. All current employees in this Class will receive a 9.5% pay increase and new hires will start at \$10.00/hour
2. Adjust minimum and maximum pay for Grades 2-18 by 2%. The new minimum rates will apply to new hires added to the payroll after 10/20/2019. Current employees at the minimum rate will be eligible for the 2.5% “Meets Requirements” adjustment when they successfully complete their New Employee Period.

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

B) Reaffirm Special Reserve Fund purposes: It was moved by William Weller and seconded by Cary Waxler to approve Library Resolution No. 1920-7, and authorize the Board President and Secretary to execute the document.

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

C) Adopt resolutions allocating Funds

1. FY 18/19 Operating Fund Balance: It was moved by William Weller and seconded by Bonita Drew to approve Library Resolution No. 1920-8 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- 6; Nay- 1; Absent- 2; Abstain- 0; Motion Passed.

2. FY 18/19 FICA Fund Balance: It was moved by William Weller and seconded by Cary Waxler to approve Library Resolution No. 1920-9 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- 7; Nay- 0; Absent- 2; Abstain- 0; Motion Passed.

3. FY 18/19 IMRF Fund Balance: It was moved by William Weller and seconded by Bonita Drew to approve Library Resolution No. 1920-10 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- 7; Nay- 0; Absent- 2; Abstain- 0; Motion Passed.

- D) FY 19/20 – Working Budget – revised: **It was moved by William Weller and Cary Waxler to approve the Revised FY 19/20 Working Budget.**

Roll Call:

Aye: James Becker, Bonita Drew, Chuck Ebann, Alice Fellers, Terri Reece, Cary Waxler, William Weller

Nay: none

Absent: John Engebretson, Stacey Lorenz

Abstain: none

Motion Passed.

- E) FY 19/20 – Appropriation Resolution – revised: **It was moved by William Weller and seconded by Cary Waxler to approve Library Resolution No. 1920-6, FY 19/20 Revised Budget Resolution and authorize the Board President and Secretary to execute the document.**

Roll Call:

Aye: Bonita Drew, Chuck Ebann, Terri Reece, Cary Waxler, William Weller

Nay: James Becker, Alice Fellers

Absent: John Engebretson, Stacey Lorenz

Abstain: none

Motion Passed.

- F) Snow removal contract, 2019/2020 season – approval: **It was moved by William Weller and seconded by Bonita Drew to accept the proposal from Tonkin Landscape, Inc. for the 2019/2020 winter season for the amount specified in the proposal and authorize the Library Board president to sign the proposal.**

Roll Call:

Aye: James Becker, Bonita Drew, Chuck Ebann, Alice Fellers, Terri Reece, Cary Waxler, William Weller

Nay: none

Absent: John Engebretson, Stacey Lorenz

Abstain: none

Motion Passed.

Board Discussion:

- A) Facilities planning – Facilities Committee: The Board discussed Parts 3 and 4 of the Facility Assessment report.

Adjournment:

It was moved by William Weller and seconded by Chuck Ebann to adjourn.

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

Time: 8:39 pm

James Becker, Secretary

LIBRARY RESOLUTION NO. 1920-7

**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 October, 2019.

Approved this 16th day of October 2019.

Ayes: James Becker, Bonita Drew, Chuck Ebann, Alice Fellers, Terri Reece, Cary Waxler, William Weller

Nays: none

Absent: John Engebretson, Stacey Lorenz

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

ATTEST:

James Becker, Secretary of the Board of Library Trustees
Crystal Lake Public Library

LIBRARY RESOLUTION NO.1920-8

**A RESOLUTION AUTHORIZING THE TRANSFER OF
FY 18/19 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 FY18/19

- from annual public library taxes (General Fund) the sum of \$342,675.21 shall be transferred to the Library Special Reserve Fund

PASSED this 16th day of October, 2019, pursuant to a vote as follows:

AYES: James Becker, Bonita Drew, Chuck Ebann, Terri Reece, Cary Waxler, William Weller

NAYS: Alice Fellers

ABSENT: John Engebretson, Stacey Lorenz

ATTEST:

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

James Becker, Secretary of the Board of Library Trustees
Crystal Lake Public Library

LIBRARY RESOLUTION NO.1920-9

A RESOLUTION AUTHORIZING THE TRANSFER OF FY 18/19 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 FY18/19

- from annual public library taxes (FICA Fund), the sum of \$18,570.71 shall be included in the FICA Reserve,

PASSED this 16th day of October, 2019, pursuant to a vote as follows:

AYES: James Becker, Bonita Drew, Chuck Ebann, Alice Fellers, Terri Reece, Cary Waxler, William Weller

NAYS: none

ABSENT: John Engebretson, Stacey Lorenz

ATTEST:

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

James Becker, Secretary of the Board of Library Trustees
Crystal Lake Public Library

LIBRARY RESOLUTION NO.1920-10

A RESOLUTION AUTHORIZING THE TRANSFER OF FY18/19 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 FY18/19

- from annual public library taxes (IMRF Fund), the sum of \$34,806.77 shall be included in the IMRF Reserve.

PASSED this 16th day of October, 2019, pursuant to a vote as follows:

AYES: James Becker, Bonita Drew, Chuck Ebann, Alice Fellers, Terri Reece, Cary Waxler, William Weller

NAYS: none

ABSENT: John Engebretson, Stacey Lorenz

ATTEST:

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

James Becker, Secretary of the Board of Library Trustees
Crystal Lake Public Library

**THE BOARD OF LIBRARY TRUSTEES OF THE
CITY OF CRYSTAL LAKE, MCHENRY COUNTY,
ILLINOIS
(CRYSTAL LAKE PUBLIC LIBRARY)**

LIBRARY RESOLUTION NO. 1920-6

AMENDS LIBRARY RESOLUTION NO. 1819-9

**AMENDMENT TO ANNUAL REPORT, BUDGET INFORMATION,
DETERMINATION OF AMOUNTS TO BE LEVIED FOR LIBRARY
PURPOSES AND STATEMENT OF FINANCIAL REQUIREMENTS
FOR FISCAL YEAR 2019-20**

WHEREAS, the Board of Library Trustees of the Crystal Lake Public Library (the Board) passed on February 6, 2019 Library Resolution No. 1819-9 (the Resolution), the Resolution providing to the City of Crystal Lake the Board's Annual Report, Budget Information, Determination of Amounts to be Levied for Library Purposes and Statement of Financial Requirements;

WHEREAS, the Board has determined that amendments to Section 3 and Section 4 of the Resolution are appropriate.

BE IT RESOLVED that Section 3 and Section 4 of the Resolution are deleted in their entirety. In lieu thereof, the following Section 3 and Section 4 are the operative Section 3 and Section 4 of the Resolution:

Section 3. BE IT FURTHER RESOLVED that the following is a statement of the financial requirements of the Library for the fiscal year 2019/20 for inclusion in the budget of the corporate authority for the General Operating, IMRF, and Social Security Funds of the Crystal Lake Public Library, and of the amount of money which, in judgment of the Board of Library Trustees, it will be necessary to levy for library purpose in the next annual tax levy ordinance:

<u>EXPENDITURES</u>	<u>BUDGET</u>	<u>TAX LEVY</u>
Salaries	2,709,804	2,635,084
Insurance	541,500	530,000
IMRF	358,010	280,201
FICA	205,521	200,240
SUB TOTAL	3,814,835	3,645,525
Legal/Professional	23,660	9,000
Publishing	5,270	0
Postage & Freight	25,350	19,972
Travel /Training	37,500	5,000
Dues/Subscriptions	6,200	0
Insurance/Bonding	33,033	33,033
Utilities	51,020	51,020
Building & Offices	157,991	157,991
Operating Equipment Maintenance	103,485	100,322
Rental-Buildings & Equipment	18,000	18,000
Contingent	504,726	0
Programming	34,664	25,700
SUB TOTAL	1,000,899	420,038
Office & Library Supplies	35,000	25,000
Cleaning Supplies	8,900	7,900
Landscape Materials	1,100	0
Small Supplies & Equipment	3,525	0
Library Materials:		
Books	214,340	214,340
AV Materials	93,100	93,100
Electronic Resources	182,985	182,985
Periodicals	17,500	17,500
Standing Orders	11,275	11,275
Stationery & Printing	53,478	20,000
SUB TOTAL	621,203	572,100
Building Equipment	0	0
Operating Equipment	112,444	38,470
SUB TOTAL	112,444	38,470
TOTAL	5,549,381	4,676,133

Section 4. BE IT FURTHER RESOLVED that the following is an estimate of receipts during fiscal year 2019/20 for General Operating, IMRF, and Social Security Funds purposes:

<u>INCOME SOURCES</u>	<u>ESTIMATED TOTALS</u>
Property Taxes – Library	4,195,692
Property Taxes – IMRF	280,201
Property Taxes – FICA (Social Security)	<u>200,240</u>
Subtotal – Property Tax	4,676,133
Fines	30,000
Fees	78,000
Copier	12,000
Interest	25,000
Miscellaneous	18,300
Per Capita Grant – Prior Year	50,929
Per Capita Grant – Current Year	50,929
Target Grant	0
Grant	<u>25,000</u>
Subtotal – Other	290,158
<u>Fund Balances</u>	
Working Cash Interest Transfer	0
General Reserve Fund	500,000
IMRF Reserve Fund	77,809
FICA Reserve Fund	5,281
GRAND TOTAL	\$5,549,381

BE IT FURTHER RESOLVED:

1. Except for the amended Section 3 and Section 4 as stated above, the Resolution remains in full force and effect.

2. This resolution shall be filed promptly with the City of Crystal Lake.

PASSED by the Board on October 16, 2019, by vote of:

AYES: Bonita Drew, Chuck Ebann, Terri Reece, Cary Waxler, William Weller

NAYS: James Becker, Alice Fellers

ABSENT: John Engebretson, Stacey Lorenz

ABSTAIN: none

APPROVED:

ATTEST:

Teresa S. Reece
President
Board of Library Trustees of the
City of Crystal Lake,
McHenry County, Illinois
(Crystal Lake Public Library)

James Becker
Secretary
Board of Library Trustees of the
City of Crystal Lake,
McHenry County, Illinois
(Crystal Lake Public Library)