

**Crystal Lake Public Library  
Board of Trustees**

Minutes Regular Meeting – November 20, 2019

**Call to Order:** The Regular Meeting of the Crystal Lake Public Library Board of Trustees was called to order by Vice 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; 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 Library Director lead discussion and review of FY 2019 Per Capita Grant Requirements. These included the following: Trustees reviewed chapters 11-Appendices of the "TRUSTEE FACTS FILE THIRD EDITION," and Trustees reviewed the services provided by the Digital Public Library of America (DPLA) and the Illinois Digital Archives (IDA).

**Consent Agenda:** It was moved by John Engebretson 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 October 16, 2019 and the Special Planning Workshop Meeting of November 9, 2019.**

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

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

**Approval of Disbursements: It was moved by John Engebretson and seconded by William Weller to approve the disbursements in the total amount of \$386,359.98 as follows:**

	<u>Total</u>
Operating Fund	340,764.37
Construction & Repair	11,002.52
Gifts & Memorial Funds	237.76
IMRF/FICA Funds	34,355.33
<b>Grand Total:</b>	<hr/> <b>\$386,359.98</b>

**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) FY 18/19 Audit – report from Finance Committee: The Board received and reviewed the Audit for FY 18/19.

B) Nominating Committee appointment: **It was moved by William Weller and seconded by John Engebretson to nominate and elect Chuck Ebann as President.**

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

**It was moved by John Engebretson and seconded by Bonita Drew to nominate and elect William Weller for Vice President.**

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

**Board Discussion:** William Weller inquired about the Library Card Signup Month summary. There was discussion around the efforts and results. William Weller asked what the Board should be looking at on the Statistical Report. The Library Director led a review of parts of that report. Bonita Drew suggested the Board send Christmas cards to City Council members and maybe other organizations in Crystal Lake. Discussion followed. Chuck Ebann said that the Planning/PR Committee needs a new Chair. William Weller will fill the spot temporarily. Alice Fellers asked for an update on the new website and the RFID project. Both are progressing.

**Adjournment:**

**It was moved by William Weller and seconded by James Becker to adjourn.**

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

**Time: 8:41 pm**

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James Becker, Secretary