

**Crystal Lake Public Library
Board of Trustees**

Minutes Regular Meeting – December 18, 2019

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; Nan Goerlitz, Recording Secretary; 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 Library Director lead discussion and review of FY 2020 Per Capita Grant Requirements. These included the following: Library staff's report on progress in meeting Chapter 3, Personnel, of *Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014*, and Trustees watched the RAILS webinar on "Communication Strategies for Managing Change."

Consent Agenda:

V. A. Approval of minutes of previous meeting(s) – Approve the minutes of the Regular Meeting of November 20, 2019.

V. E. 1. Financial reports – Approve the Financial Report for FY 19/20 as of November 30, 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 \$365,577.57 as follows:

	<u>Total</u>
Operating Fund	316,579.70
Construction & Repair	4,903.11
Per Capita Grant Funds	9,630.39
Gifts & Memorial Funds	504.50
IMRF/FICA Funds	33,959.87
Grand Total:	<hr/> \$365,577.57

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) Per Capita Grant application: **It was moved by Cary Waxler and seconded by Bonita Drew to approve the FY2020 Per Capita Grant application and authorize the Library Director to submit the required documents.**

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

- B) Capital Repair & Maintenance – professional services: **It was moved by John Engebretson and seconded by William Weller to approve the proposals from Engberg Anderson and Featherstone, Inc. with the next steps of preparing application AIA documents for review by the Library’s attorney and approval by the Library Board at its 1/15/20 meeting.**

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.

C) Financial Policies Review & recommended revisions – Finance Committee

1. Approval of Disbursements: It was moved by Stacey Lorenz and seconded by William Weller to approve the revisions to the Approval of Disbursements Policy as recommended by the Finance Committee.

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

2. Authority to Spend: It was moved by Stacey Lorenz and seconded by William Weller to approve the revisions to the Authority to Spend Policy as recommended by the Finance Committee.

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

3. Budget: It was moved by Stacey Lorenz and seconded by William Weller to approve the revisions to the Budget Policy as recommended by the Finance Committee.

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

4. Insurance and Bonding: It was moved by Stacey Lorenz and seconded by William Weller to approve the revisions to the Insurance and Bonding Policy as recommended by the Finance Committee.

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

D) Banking Resolution: It was moved by John Engebretson and seconded by William Weller to approve Library Resolution 1920-11 – Banking Resolution.

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

Board Discussion: Alice asked about the decline in checkout statistics. A discussion followed about other statistics that were on the rise. Alice asked if our Mrs. Claus program was moving to the Park District. The Park District is holding a similar program of their own this year. Alice brought up the possibility of having a pickup service at the Library similar to what retail stores are doing. Staff have already begun looking into the feasibility. Alice requested that the latest budget documents be added to the Intranet. Cary commented that it was great to see the quick reaction of Staff in putting together the recent Beyblades program. He hopes we can continue to offer programs in response to current trends. Chuck clarified the division of labor in upcoming Policy reviews. Alice asked to have the architect's concept drawing added to the Intranet. Stacey pointed out that her original home library in Pittsfield, Massachusetts was designated a Literary Landmark in honor of Herman Melville – article on page 14 of "The Voice for America's Libraries."

Adjournment:

It was moved by John Engebretson and seconded by Bonita Drew to adjourn.

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

Time: 9:09 pm

James Becker, Secretary