

**Crystal Lake Public Library
Board of Trustees**

Minutes Regular Meeting – July 17, 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.

Oath of Office: John Engebretson took the Oath of Office as a returning Board member. The Oath of Office was taken by new Board member Bonita Drew.

Roll Call:

Present: Bonita Drew, Chuck Ebann, John Engebretson, Alice Fellers, Stacey Lorenz, William Weller

Absent: James Becker, Terri Reece

Other: Rob Huffman, Becky Huffman

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; Cyndi Hamann, Adult Services

Public Comment: none

Board Development: Cyndi provided information on the Emerging Leaders program in general and specifically on the Intellectual Freedom project of which she was a part.

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 June 19, 2019.

V. E. 1. Financial reports – Approve the Financial Report for FY 18/19 as of June 30, 2019.

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

Voice Vote: Aye- 6; Nay- 0; Absent- 2; 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 \$359,891.50 as follows:

	<u>Total</u>
Operating Fund	296,434.18
Construction & Repair	7,942.12
Per Capita Grant Funds	4,312.27
Special Reserve	14,905.00
Gifts & Memorial Funds	1,200.00
IMRF/FICA Funds	35,097.93
Grand Total:	<hr/> 359,891.50

Roll Call:

Aye: Bonita Drew, Chuck Ebann, John Engebretson, Alice Fellers, Stacey Lorenz, William Weller

Nay: none

Absent: James Becker, Terri Reece

Abstain: none

Motion Passed.

Board Action:

A) Resolutions of Appreciation

1. Monica Szalaj: It was moved by William Weller and seconded by John Engebretson to approve the Resolution of Appreciation recognizing Monica Szalaj for her work on behalf of and contributions to the Crystal Lake Public Library.

Voice Vote: Aye- 6; Nay- 0; Absent- 2; Abstain- 0; Motion Passed.

2. Don Peters: It was moved by William Weller and seconded by John Engebretson to approve the Resolution of Appreciation recognizing Don Peters for his work on behalf of and contributions to the Crystal Lake Public Library.

Voice Vote: Aye- 6; Nay- 0; Absent- 2; Abstain- 0; Motion Passed.

B) Approve 2020 Calendars

1. Library Board meetings: It was moved by John Engebretson and seconded by William Weller to approve the 2020 meeting dates for the Crystal Lake Public Library Board of Trustees per the attached schedule.

Voice Vote: Aye- 6; Nay- 0; Absent- 2; Abstain- 0; Motion Passed.

2. Library closings: It was moved by John Engebretson and seconded by William Weller to approve the 2020 Scheduled Library Closings for the Crystal Lake Public Library.

Voice Vote: Aye- 6; Nay- 0; Absent- 2; Abstain- 0; Motion Passed.

C) Election of Officers for FY 19/20: It was moved by John Engebretson and seconded by William Weller to close the nominations and elect the Slate of Officers for FY 19/20 as presented by the Nominating Committee.

President: Terri Reece
Vice-President: Chuck Ebann
Treasurer: Stacey Lorenz
Secretary: James Becker

Voice Vote: Aye- 6; Nay- 0; Absent- 2; Abstain- 0; Motion Passed.

D) Banking Resolution: **It was moved by William Weller and seconded by John Engebretson to approve attached Library Resolution 1920-2 – Banking Resolution.**

Voice Vote: Aye- 6; Nay- 0; Absent- 2; Abstain- 0; Motion Passed.

Board Discussion: Stacey asked about the non-resident cardholder reporting on the Statistical Report. This is an ongoing correction since the conversion to Polaris. Stacey also inquired about the Library staying open on Sundays during the summer. The plan is to keep it open. Bonita asked what “CCS Libraries” meant on the Statistical Report. It was explained that these are the libraries in our consortium. Stacey encouraged everyone to participate in the Friends fundraiser at Texas Roadhouse on Tuesday, July 23.

Adjournment:

It was moved by William Weller to adjourn.

Voice Vote: Aye- 6; Nay- 0; Absent- 2; Abstain- 0; Motion Passed.

Time: 7:42 pm

Stacey Lorenz, Interim Secretary

Crystal Lake Public Library Resolution No. 1920-2

Be it resolved that Associated Bank, Illinois National Bank, Home State Bank, The Illinois Funds and others chosen by the Treasurer of the Crystal Lake Public Library Board of Trustees are designated as depositories for the funds, or a portion thereof, of the Crystal Lake Public Library, and that its authorized agents may deposit, and/or negotiate all checks, drafts, notes, bills of exchange, and order of payment of money, either belonging to or coming into this organization. Endorsement for deposit may be written or stamped without designation of the person making the endorsement.

Be it further resolved that any two of the following are authorized to sign any and all checks, drafts, and orders:

President

Vice-President

Secretary

Treasurer

Kathryn I. Martens, Library Director

Be it further resolved that each of the foregoing resolutions, directions, and instructions shall continue in force until express written rescission or modification is received by the depositories.

By: _____
Secretary, Board of Library Trustees of the City of Crystal Lake

Date

Resolution of Appreciation

WHEREAS Monica Szalaj has served as member of the Crystal Lake Public Library Board of Trustees since November 2015, and

WHEREAS Monica Szalaj has served two terms as Board Secretary, and

WHEREAS the Board of Trustees is grateful for all she has given to the Library and the Board, through service on the Facilities, Finance, and Personnel Committees,

NOW THEREFORE, be it resolved that the Board of Trustees of the Crystal Lake Public Library thanks Monica Szalaj for her service to the Crystal Lake Community and for being an advocate for public library services.

DATE: July 17, 2019

President
Board of Library Trustees of the City of Crystal Lake

ATTEST:

Interim Secretary
Board of Library Trustees of the City of Crystal Lake

Resolution of Appreciation

WHEREAS Don Peters has served as member of the Crystal Lake Public Library Board of Trustees since August 1998, and

WHEREAS the Board of Trustees is grateful for all he has contributed to the Library and the Board, and

WHEREAS his contributions have made an impact on the Crystal Lake Public Library and enhanced its ability to serve our community,

NOW THEREFORE, be it resolved that the Board of Trustees of the Crystal Lake Public Library honors and thanks Don Peters for the following:

- ❖ For his 21 years of service on the Board;
- ❖ For serving as President of the Board two years;
- ❖ For serving as Vice-President of the Board for one year;
- ❖ For serving on and Chairing numerous Library Board Committees, including: Automation, Building, Facilities, Governance, Planning, and Public Relations;
- ❖ For helping to re-establish the Friends of the Library and serving as the Board Liaison to the Friends;
- ❖ For helping to establish the Crystal Lake Library Foundation and serving as a Library Board representative on the Foundation Board;
- ❖ For actively participating eleven times on the Foundation team planning the Clay Jenkinson event to raise money to benefit improved Library services to the Crystal Lake community;
- ❖ For participation in public relations initiatives such as establishing The Legacy Tree, EXPO, Independence Day parades, many community surveys, Johnny Appleseed, the 75 year and 100 year Anniversary celebrations, and rebranding;
- ❖ For year after year being the leader in contacting many local businesses for donations for the Library's Summer Reading Program;
- ❖ For his strong and active advocacy for public library services to the Crystal Lake community with citizens, businesses, and local/state/federal elected officials ;
and
- ❖ For his leadership.

For all of these things and more the Board salutes Don.

DATE: July 17, 2019

President
Board of Library Trustees of the City of Crystal Lake

ATTEST:

Interim Secretary
Board of Library Trustees of the City of Crystal Lake

Crystal Lake Public Library
REGULAR MEETING DATES
LIBRARY BOARD OF TRUSTEES
January-December 2020

The Library Board of Trustees meets at 7:00 pm at the Library,
126 Paddock Street, Crystal Lake.

January 15, 2020

January 29, 2020 (budget meeting)

February 19, 2020

March 18, 2020

April 15, 2020

May 20, 2020

June 17, 2020

July 15, 2020

August 19, 2020

September 16, 2020

October 21, 2020

November 18, 2020

December 16, 2020