

Crystal Lake Public Library
Board of Trustees
Minutes Regular Meeting – August 21, 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.

Oath of Office: The Oath of Office was taken by new Board member Cary Waxler.

Roll Call:

Present: James Becker, Bonita Drew, Chuck Ebann, Alice Fellers, Stacey Lorenz, Terri Reece, Cary Waxler

Absent: John Engebretson, William Weller

Other: none

Staff Present: Kathryn I. Martens, Library 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 Library Director reviewed some of the challenges staff face to prepare for emergencies. Staff training in First Aid and CPR is scheduled for September.

Approval of minutes of previous meeting(s): It was moved by Chuck Ebann and seconded by Stacey Lorenz to approve the minutes of the Regular meeting of July 17, 2019.

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

Consent Agenda: Communication items and staff reports included (1) the CLPL Public Relations and Development report ending August 16, 2019; (2) the Library Director's Report for August 2019; and (3) the Statistical Report for July 2019.

Committee and Board Member reports:

Facilities Committee: The minutes from the August 1, 2019 meeting were in the packet.

Approval of Financial Reports: It was moved by Stacey Lorenz and seconded by Bonita Drew to approve the Financial Report for FY 19/20 as of July 31, 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 Bonita Drew to approve the disbursements in the total amount of \$499,762.69 as follows:

	<u>Total</u>
Operating Fund	421,316.54
Construction & Repair	23,091.15
Per Capita Grant Funds	2,928.00
Gifts & Memorial Funds	554.95
IMRF/FICA Funds	51,872.05
Grand Total:	\$499,762.69

Roll Call:

Aye: James Becker, Bonita Drew, Chuck Ebann, Alice Fellers, Stacey Lorenz, Terri Reece, Cary Waxler

Nay: none

Absent: John Engebretson, William Weller

Abstain: none

Motion Passed.

Board Action:

- A) Committee appointments FY 19/20: A list of committees and trustee assignments to the respective committees was presented.

- B) Pay It Forward Fine Forgiveness – approval: **It was moved by Stacey Lorenz and seconded by Chuck Ebann to approve Library Resolution No. 1920-5 approving a Fine Amnesty November 1-17, 2019.**

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

Board Discussion: Terri asked if everyone had received their City Sticker. She and James did not, so she will contact the City. The date for the Board workshop was set for November 9 from 9am – 1pm. Please allow time after in case it runs long. Alice asked if there had been any negative feedback from patrons regarding the Library being closed the first Friday of each month for staff training. Kathryn indicated there was very little and also shared that many libraries are copying our model. Terri reminded the Board of the luncheon at 1776 Restaurant on Tuesday, August 27 for Monica Szalaj. Alice asked if we can have an update on the Strategic Plan at one of the upcoming meetings. Stacey reminded the Board that the Friends will hold their mum sale on September 14. Alice praised the Library on our creative use of the letter “P” in our logo for so many programs. Kathryn passed out an updated Board contact list for corrections.

Adjournment:

It was moved by Chuck Ebann and seconded by Cary Waxler to adjourn.

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

Time: 8:24 pm

**THE BOARD OF LIBRARY TRUSTEES OF
THE CRYSTAL LAKE PUBLIC LIBRARY**

**LIBRARY RESOLUTION NO. 1920-5
RESOLUTION APPROVING FINE AMNESTY, NOVEMBER 1-17, 2019**

WHEREAS, the Mission of the Crystal Lake Public Library Is “Helping people, of all ages and backgrounds, learn enjoy, and better their lives”, and

WHEREAS, the Crystal Lake Public Library strives to

- Work cooperatively with other...community groups and other organizations to enhance access to Library resources
- Identify, maintain, and expand cooperative ventures
- Make use of special events to increase visibility and raise awareness of the Library and its resources

WHEREAS, Community Harvest is a special community-wide effort in fall 2019 to support the Crystal Lake Food Pantry and needy families in our community, and

WHEREAS, a fine amnesty program has proven to be popular and successful by giving Library patrons who have fallen behind the opportunity to return to good standing and thus again make use of beneficial Library resources,

NOW THEREFORE, be it resolved that the Board of Library Trustees approves a Pay It Forward Fine Amnesty to benefit the Crystal Lake Food Pantry from November 1-17, 2019 whereby all fines are forgiven when at least one half of the amount owed is donated to the Crystal Lake Food Pantry via cash or check.

DATE: August 21, 2019

President
Board of Library Trustees of the City of Crystal Lake

ATTEST:

Secretary
Board of Library Trustees of the City of Crystal Lake