

**Crystal Lake Public Library  
Board of Trustees**

Minutes Regular Meeting – September 18, 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, John Engebretson, Alice Fellers, Stacey Lorenz, Terri Reece, 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; 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:** Karen Migaldi and Penny Ramirez provided an update on progress of the website redesign.

**Approval of minutes of previous meeting(s):** It was moved by Chuck Ebann and seconded by Cary Waxler to approve the minutes of the Regular meeting of August 21, 2019.

**Voice Vote: Aye- 9; Nay- 0; Absent- 0; Abstain- 0; Motion Passed.**

**Consent Agenda:** Communication items and staff reports included (1) the CLPL Public Relations and Development report ending September 13, 2019; (2) the 2019 Summer Reading Program statistics; and (3) the Statistical Report for August 2019.

**Committee and Board Member reports:**

Planning/Public Relations Committees: The minutes from the September 12, 2019 joint meeting were in the packet.

**Approval of Financial Reports:** It was moved by Chuck Ebann and seconded by Cary Waxler to approve the Financial Report for FY 19/20 as of August 31, 2019.

**Voice Vote: Aye- 9; Nay- 0; Absent- 0; Abstain- 0; Motion Passed.**

**Approval of Disbursements:** It was moved by William Weller and seconded by Chuck Ebann to approve the disbursements in the total amount of \$348,903.06 as follows:

|                        |                           |
|------------------------|---------------------------|
|                        | <u>Total</u>              |
| Operating Fund         | 306,225.75                |
| Construction & Repair  | 543.04                    |
| Per Capita Grant Funds | 6,699.73                  |
| Gifts & Memorial Funds | 488.00                    |
| IMRF/FICA Funds        | 34,946.54                 |
| <b>Grand Total:</b>    | <hr/> <b>\$348,903.06</b> |

**Roll Call:**

**Aye:** James Becker, Bonita Drew, Chuck Ebann, John Engebretson, Alice Fellers, Stacey Lorenz, Terri Reece, Cary Waxler, William Weller

**Nay:** none

**Absent:** none

**Abstain:** none

**Motion Passed.**

**Board Action:**

- A) HVAC maintenance contract – annual renewal: It was moved by Chuck Ebann and seconded by William Weller to approve the Heating and Air Conditioning Service Agreement with Sherman Mechanical, Inc. for \$15,444 annually for the period 10/14/19-10/13/20 and authorize the Library Director to execute the document.

**Voice Vote: Aye- 9; Nay- 0; Absent- 0; Abstain- 0; Motion Passed.**

- B) Janitorial Services contract – annual renewal: It was moved by John Engebretson and seconded by William Weller to approve the contract with U.S. Service Systems, Inc. for \$3,875/month (\$46,500 annually) for the period covering 10/1/19-9/30/20 and authorize the Library Board President to execute the document.

**Roll Call:**

**Aye:** James Becker, Bonita Drew, Chuck Ebann, John Engebretson, Alice Fellers, Stacey Lorenz, Terri Reece, Cary Waxler, William Weller

**Nay:** none

**Absent:** none

**Abstain:** none

**Motion Passed.**

**Board Discussion:**

- A) Strategic Plan update – Planning/PR Committee: Terri Reece, Chair of Planning and Public Relations Committee, led the Board through the updates and discussion of the Strategic Plan.
- B) Facility Assessment report – Facilities Committee: John Engebretson, Chair of Facilities Committee, led the Board through discussion of Parts 1 and 2 of the Facility Assessment.

Terri Reece informed the Board that she is in the process of purchasing a home outside of Crystal Lake and will be moving; specific dates not known at this time.

**Executive Session:** It was moved by Chuck Ebann and seconded by Cary Waxler to move into Executive Session for the purpose of discussing potential litigation [5 ILCS 120/2(c)(11)] and to allow Kathryn I. Martens and Karen Migaldi to remain for the Executive Session at 8:43 pm.

**Roll Call:**

**Aye:** James Becker, Bonita Drew, Chuck Ebann, John Engebretson, Alice Fellers, Stacey Lorenz, Terri Reece, Cary Waxler, William Weller

**Nay:** none

**Absent:** none

**Motion Passed.**

**The Board came out of Executive Session at 8:56 pm.**

**Adjournment:**

It was moved by Chuck Ebann and seconded by Bonita Drew to adjourn.

**Voice Vote: Aye- 9; Nay- 0; Absent- 0; Abstain- 0; Motion Passed.**

**Time: 8:57 pm**

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James Becker, Secretary