

**Crystal Lake Public Library
Board of Trustees**

Minutes Regular Meeting – February 21, 2018

Call to Order: The Regular Meeting of the Crystal Lake Public Library Board of Trustees was called to order by President Chuck Ebann at 7:01 pm in the Ames Meeting Room at the Library.

Don Peters was appointed Secretary Pro Tem due to Monica Szalaj's absence.

Roll Call:

Present: James Becker, Chuck Ebann, John Engebretson, Alice Fellers, Stacey Lorenz, Don Peters, Terri Reece, William Weller

Absent: Monica Szalaj

Other: Stu Wilson, Library Strategies

Staff Present: Kathryn I. Martens, Library Director; Karen Migaldi, Assistant Director; Nan Goerlitz, Recording Secretary; Cheryl Riendeau, Business Office Manager; Stephanie Price, Public Relations Coordinator; Becky Fyolek, Head of Youth Services; Pamela Miller, Head of Circulation Services; Penny Ramirez, Head of Technical & Automation Services

Public Comment: none

Consent Agenda: It was moved by Terri Reece and seconded by Don Peters to approve the consent agenda including Items V. A and E.

At the request of Alice Fellers, the Planning and Public Relations Committee minutes were pulled from the Consent Agenda for discussion. At the request of John Engebretson, the Facilities Committee minutes were pulled from the Consent Agenda for discussion.

V. A. Approval of minutes of previous meeting(s) – Approve the minutes of the Regular Meeting of January 17, 2018.

V. E. Financial reports – Approve the Financial Report for FY 17/18 as of January 31, 2018.

Voice Vote: Aye- 8; Nay- 0; Absent- 1; Abstain- 0; Motion Passed.

Approval of Disbursements: It was moved by John Engebretson and seconded by Don Peters to approve the disbursements in the total amount of \$401,609.81 as follows:

	<u>Total</u>
Operating Fund	346,495.45
Construction & Repair Fund	4,964.04
Special Reserve	13,089.84
Gift & Memorial Funds	1,074.92
IMRF/FICA Funds	35,985.56
Grand Total:	\$401,609.81

Roll Call:

Aye: James Becker, Chuck Ebann, John Engebretson, Alice Fellers, Stacey Lorenz, Don Peters, Terri Reece, William Weller

Nay: none

Absent: Monica Szalaj

Abstain: none

Motion Passed.

Board Action:

- A) Strategic Planning – discussion with Stu Wilson of Library Strategies: **It was moved by Don Peters and seconded by Terri Reece to hire Library Strategies to facilitate a Board Retreat.**

Voice Vote: Aye- 8; Nay- 0; Absent- 1; Abstain- 0; Motion Passed.

- B) Landscape Maintenance – annual contract: **It was moved by Terri Reece and seconded by Don Peters to hire Tonkin Landscape, Inc. for the 2018 season for the per occurrence fees specified in the proposal.**

Voice Vote: Aye- 8; Nay- 0; Absent- 1; Abstain- 0; Motion Passed.

- C) Communications Plan 2018: **It was moved by Terri Reece and seconded by Don Peters to approve the Crystal Lake Public Library Communications Plan 2018.**

Voice Vote: Aye- 8; Nay- 0; Absent- 1; Abstain- 0; Motion Passed.

- D) Tuition Reimbursement Requests: **It was moved by Terri Reece and seconded by William Weller to approve the recommended tuition reimbursement requests as follows:**

- Kimberly Tipton for reimbursement of 50% of her tuition costs, up to \$500 for spring 2018 semester, after the semester and evidence of a B or better grade.
- Seanine Brady and Terri Smith for reimbursement of 100% tuition costs, up to \$1,000 (each person) for spring 2018 semester, after the semester and evidence of a B or better grade.

Voice Vote: Aye- 8; Nay- 0; Absent- 1; Abstain- 0; Motion Passed.

Board Discussion: The Board discussed the DePaul student presentation from the Planning/PR Committee minutes and the State of Facility Assessment from the Facilities Committee minutes. Alice asked for the listening tour documents on the Intranet to be fixed since part of it seems to be cut off. Alice announced that the geocache placed at CLPL in 2014 as part of the City's 100 Year Celebration won Geocache of the Year for 2017. Stacey Lorenz asked if the Clay Jenkinson event was a joint fundraiser with the Raue.

Adjournment:

It was moved by Don Peters and seconded by William Weller to adjourn.

Voice Vote: Aye- 8; Nay- 0; Absent- 1; Abstain- 0; Motion Passed.

Time: 8:50 pm

Don Peters, Secretary Pro Tem