

**Crystal Lake Public Library**  
**Board of Trustees**  
Minutes Regular Meeting – April 19, 2017

**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:** Chuck Ebann, Ron Eberle, John Engebretson, Carol Heisler, Terri Reece, Monica Szalaj, William Weller

**Absent:** Alice Fellers, Don Peters

**Other:** James Becker

**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; Cynthia Lopuszynski, Head of Adult Services; Pamela Miller, Head of Circulation Services; Penny Ramirez, Head of Technical & Automation Services

**Public Comment:** none

**Board Development:** The Library Director gave a brief history of the Friends of the Crystal Lake Library and the Crystal Lake Library Foundation organizations.

**Reading and approval of minutes:** It was moved by Chuck Ebann and seconded by Ron Eberle to approve the minutes of the Regular Meeting of March 15, 2017.

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

**Consent Agenda:** Included in the Consent Agenda were communication items, the CLPL Public Relations and Development report ending April 12, 2017, and the Library Director's Report for April 2017. It was moved by Chuck Ebann and seconded by John Engebretson to approve the consent agenda.

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

At the request of Chuck Ebann, the Statistical Report for March 2017 was removed from the Consent Agenda and discussed.

**Committee and Board Member reports:**

Facilities Committee: The minutes of the April 6, 2017 meeting were in the packet.

Planning/PR Committee: The minutes of the April 10, 2017 joint meeting were in the packet.

Personnel Committee: The minutes of the April 11, 2017 meeting were in the packet.

**Approval of Financial Reports:** It was moved by Chuck Ebann and seconded by Ron Eberle to approve the Financial Report for FY 16/17 as of March 31, 2017.

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

**Approval of Disbursements:** It was moved by John Engebretson and seconded by Chuck Ebann to approve the disbursements in the total amount of \$432,767.90 as follows:

	<u>Total</u>
Operating Fund	368,822.86
Construction & Repair	3,237.91
Per Capita Grant	10,852.95
IMRF/FICA Funds	49,854.18
<b>Grand Total:</b>	<b>\$432,767.90</b>

**Roll Call:**

**Aye:** Chuck Ebann, Ron Eberle, John Engebretson, Carol Heisler, Terri Reece, Monica Szalaj, William Weller

**Nay:** none

**Absent:** Alice Fellers, Don Peters

**Abstain:** none

**Motion Passed.**

**Board Action:**

A) Personnel Committee recommendations

1. Tuition Reimbursement request: It was moved by Chuck Ebann and seconded by Ron Eberle to approve the request from Seanine Brady for reimbursement of some of her tuition cost of up to \$1,000 after the semester and evidence of a B or better grade.

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

2. FY 17/18 Salary Scale approval: It was moved by Chuck Ebann and seconded by Ron Eberle to approve the Classification and Pay Ranges for FY 17/18 effective May 2, 2017 as recommended by the Personnel Committee.

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

3. FY 17/18 merit increases: It was moved by Ron Eberle and seconded by John Engebretson to approve the recommendation from the Personnel Committee to establish FY 17/18 merit increases at 2.5% for Meets Requirements, 3% for More Than Meets Requirements, and 3.5% for Exceeds Requirements effective May 7, 2017 (beginning of the first full payroll in FY 17/18).

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

- B) Authorization to move properties out of Land Trust: **It was moved by John Engebretson and seconded by Ron Eberle to approve the Direction to Convey, authorize the Library Board President and Secretary to execute the documents, and authorize the Library Director and Business Manager to carry out necessary administrative steps.**

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

- C) Planning/PR Committee Listening Tour – next steps: Board members reviewed the WHO/WHAT list from the Planning/PR Committee and volunteered to conduct Listening Tour interviews.

**Board Discussion:** The Board discussed the Management Team's strategic initiatives for 2017. William Weller handed out the form for the Library Director's evaluation, which is due back to him by May 12, 2017. Terri Reece reminded the Board that the Crystal Lake Chamber of Commerce Annual Dinner is May 25, 2017 and asked who was able to attend.

**Adjournment:**

**It was moved by John Engebretson and seconded by Chuck Ebann to adjourn.**

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

**Time: 8:41 pm**

---

Chuck Ebann, Secretary