

**Crystal Lake Public Library
Board of Trustees**

Minutes Regular Meeting – June 20, 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 7:00 pm in the Ames Meeting Room at the Library.

Roll Call:

Present: James Becker, Chuck Ebann, John Engebretson, Alice Fellers (7:15pm), Stacey Lorenz, Don Peters, Terri Reece, Monica Szalaj, William Weller

Absent: none

Other: none

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; Julie Gibson, Head of Circulation Services; Penny Ramirez, Head of Technical & Automation Services; Nancy Weber, Head of Adult Services; Christine Ticknor, Assistant Head of Youth Services; Cyndi Hamann, Teen Librarian

Public Comment: none

Board Development: Cyndi and Christine gave the Board details about this year's Summer Reading Program visits to the schools. Adult Services Librarians visited 12 different schools, including the high schools for the first time. Youth Services staff made 40 visits to the schools, plus nine school open houses. CLPL also held a Summer Reading Program Kickoff Event for the first time, which was very well attended. Nancy reported on the new plinko-style game which replaces our broken spinner wheel to distribute prizes. Kathryn explained our pilot program to open up the program to students who attend school in the City of Crystal Lake and their families. This change was made in cooperation with District 47 schools who are making some library resources available to students over the summer.

Consent Agenda: It was moved by Terri Reece and seconded by Don Peters 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 May 16, 2018 as amended.

V. E. 1. Financial reports – Approve the Financial Report for FY 17/18 as of May 16, 2018.

V. E. 2. Financial reports – Approve the Financial Report for FY 18/19 as of May 16, 2018.

Voice Vote: Aye- 9; Nay- 0; Absent- 0; 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 \$325,254.29 as follows:

	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>Total</u>
Operating Fund	3,381.17	281,423.18	284,804.35
IMRF/FICA Funds	0.00	38,275.76	38,275.76
Construction & Repair	0.00	1,694.27	1,694.27
Gift & Memorial Funds	0.00	479.91	479.91
Grand Total:	3,381.17	321,873.12	325,254.29

Roll Call:

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

Nay: none

Absent: none

Abstain: none

Motion Passed.

Board Action:

A) Personnel – Tuition reimbursement: It was moved by Don Peters and seconded by William Weller to approve the recommendation of the Personnel Committee for tuition reimbursement requests as follows:

- Seanine Brady at \$1,000 and Terri Smith for \$625 for summer 2018 semester, after the semester ad evidence of a B or better grade.

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

B) Insurance package – renewal for 18/19: It was moved by William Weller and seconded by Terri Reece to approve the insurance package renewal for FY 18/19 effective July 8, 2018 and August 15, 2018 through Lamb, Little & Co.

Roll Call:

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

Nay: none

Absent: none

Abstain: none

Motion Passed.

C) Nonresident fee – annual review & decision on participation: It was moved by William Weller and seconded by Don Peters to opt IN on selling Nonresident Cards using the tax bill method for the period 7/1/18-6/30/19.

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

- D) Prevailing wage – annual Ordinance: It was moved by Terri Reece and seconded by Don Peters to adopt the June 2018 Prevailing Wage Resolution No. 1819-2 with attached September 2017 Illinois Department of Labor Prevailing Wage Rate determination.

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

- E) Annual Reports – Illinois Public Library Annual Report: It was moved by Don Peters and seconded by Monica Szalaj that
- this Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10
 - the FY 17/18 IPLAR is essential and correct
 - the Library Director, Board President, and Board Secretary are authorized to execute the document
 - the Library Director is authorized to submit the FY 17/18 IPLAR to the Illinois State Library

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

- F) Nominating Committee for FY 18/19 officers: President Ebann appointed Don Peters and William Weller to the Nominating Committee.

Board Discussion:

- A) Self-evaluation results: The Board discussed the results and future Board Development topics will be created from the lower ranking areas.
- B) Other: Chuck shared an article by Joan Oliver from the Northwest Herald on library support. Alice asked about the library's opportunity to become a passport facility (CLPL will have a soft launch of this service on July 2, 2018). William broached the idea that investigating becoming a district library could be part of the upcoming strategic planning.

Adjournment:

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

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

Time: 8:08 pm

Monica Szalaj, Secretary

CRYSTAL LAKE PUBLIC LIBRARY RESOLUTION NO. 1819-2

A RESOLUTION ASCERTAINING THE PREVAILING RATE OF WAGES FOR LABORERS, MECHANICS, AND OTHER WORKERS ENGAGED IN THE CONSTRUCTION OF PUBLIC WORKS UNDER THE JURISDICTION OF THE CRYSTAL LAKE PUBLIC LIBRARY

WHEREAS, the State of Illinois has enacted “An ACT regulating wages of laborers, mechanics and other workers employed in any public works by the State, County, City or any public body or any political subdivision or by anyone under contract for public works.” Approved June 26, 1941, codified as amended, 820 ILCS 130/1 (1993), formerly Ill. Rev. Stat., Ch. 48, par. 39s-1 et seq.; and

WHEREAS, the aforesaid ACT requires that the Board of Library Trustees of the City of Crystal Lake, McHenry County, investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workers in the locality of McHenry County employed in performing the construction of public works for said Crystal Lake Public Library.

NOW THEREFORE, be it resolved by the Board of Library Trustees of the City of Crystal Lake:

SECTION 1: To the extent and as required by “An ACT regulating wages of laborers, mechanics and other workers employed in any public works by the State, County, City or any public works,” approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in the construction of public works coming under the jurisdiction of the Crystal Lake Public Library is hereby ascertained to be the same as the prevailing rate of wages for construction in the McHenry County area as determined by the Department of Labor of the State of Illinois as of the Department’s most recent determination on September 1, 2017, a copy of that determination being attached hereto and incorporated herein by reference. As required by said ACT, any and all revisions of the prevailing rate of wages by the Department of Labor of the State of Illinois shall supersede the Department’s September 1, 2017 determination and apply to any and all public works construction undertaken by the Crystal Lake Public Library. The definition of any terms appearing in this Resolution which are also used in the aforesaid ACT shall be the same as in said ACT.

SECTION 2: Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works construction of the Crystal Lake Public Library to the extent required by the aforesaid ACT.

SECTION 3: The Library Director, or designee, shall publicly post or keep available for inspection by any interested party in the main office of the Crystal Lake Public Library this determination or any revisions of such prevailing rate of wage. A copy of this determination or of the current revised determination of prevailing rate of wages then in effect shall be attached to all contract specifications.

SECTION 4: The Library Director, or designee, shall mail a copy of this determination to any employer, to any association of employers, and to any person or association of employees who have filed their names and addresses, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

SECTION 5: The Library Director, or designee, shall promptly file, no later than July 15, a certified copy of this Resolution with the Illinois Department of Labor.

SECTION 6: The Library Director, or designee, shall cause to be published in a newspaper of general circulation within the area a copy of this Resolution, or to be posted on the Crystal Lake Public Library website, and such publication or such posting shall constitute notice that the determination is effective and that this is the determination of this public body.

PASSED this 20th day of June 2018.

President
Board of Library Trustees of the City of Crystal Lake

ATTEST:

Secretary
Board of Library Trustees of the City of Crystal Lake