

**Crystal Lake Public Library
Board of Trustees**

Minutes Regular Meeting – September 20, 2017

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.

Oath of Office: The Oath of Office was taken and signed by new Board members James Becker and Stacey Lorenz.

Roll Call:

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

Absent: Alice Fellers

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; Becky Fyolek, Head of Youth Services; Pamela Miller, Head of Circulation Services; Penny Ramirez, Head of Technical & Automation Services

Public Comment: none

Board Development: The Board reviewed the first three chapters of the “Trustee Facts File” to meet part of the requirements for the FY 17/18 Per Capita Grant application.

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

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

VI. A. Approval of minutes of previous meeting(s) – Approved the minutes of the Regular Meeting of August 16, 2017.

VI. E. Financial reports – Approved the Financial Report for FY 17/18 as of August 31, 2017.

Approval of Disbursements: It was moved by John Engebretson and seconded by Don Peters to approve the disbursements in the total amount of \$318,097.93 as follows:

	<u>Total</u>
Operating Fund	269,830.81
Construction & Repair	1,786.00
Special Reserve	10,916.00

IMRF/FICA Funds

35,565.12

Grand Total:

\$318,097.93

Roll Call:

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

Nay: none

Absent: Alice Fellers

Abstain: none

Motion Passed.

Board Action:

It was moved by Don Peters and seconded by Monica Szalaj to approve the following contracts:

- A) HVAC maintenance contract – annual renewal: **Approve the Heating and Air Conditioning Service Agreement with Sherman Mechanical, Inc. for \$15,140 annually for the period 10/14/17-10/13/18 and authorize the Library Director to execute the document.**
- B) Janitorial Services contract: **Approve the contract with U.S. Service Systems, Inc. for \$3,536.37/month (\$42,436.44 annually) for the period covering 10/1/17-9/30/18 and authorize the Library Board President to execute the document.**
- C) Snow removal contract – annual renewal: **Approve the proposal from Tonkin Landscape, Inc. for the 2017/2018 winter season for the amount specified in the proposal and authorize the Library Board president to sign the proposal.**

Roll Call:

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

Nay: none

Absent: Alice Fellers

Abstain: none

Motion Passed.

- D) Authority to Spend – policy revision: **It was moved by Terri Reece and seconded by Don Peters to approve the revised Authority to Spend Policy.**

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

- E) Pay It Forward Fine Forgiveness – approval: **It was moved by Terri Reece and seconded by Don Peters to approve Library Resolution No. 1718-7 approving a Fine Amnesty November 1-14, 2017.**

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

- F) Results of Listening Tour – report & recommendation from Planning/PR Committees: Terri Reece presented the findings from the Listening Tour. The Planning/PR Committees recommend that the Library continue educating the population about the offerings and possibilities at the Library. Timing for another Building Referendum is at some future point. The Committees also recommend that the Board engage in updating the Library's Strategic Plan starting this fall.

Board Discussion: The Board discussed the Committee assignments, and the consensus was that the Planning and Public Relations Committees should be combined into one Committee since they've been meeting jointly. This will be brought to the Governance Committee for Bylaw revision.

Adjournment:

It was moved by Don Peters and seconded by James Becker to adjourn.

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

Time: 8:16 pm

Monica Szalaj, Secretary

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

**LIBRARY RESOLUTION NO. 1718-7
RESOLUTION APPROVING FINE AMNESTY, NOVEMBER 1-14, 2017**

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’s Strategic Plan, as approved January 2013, includes the goals and objectives 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 2017 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 1-14, 2017 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: September 20, 2017

**President
Board of Library Trustees of the City of Crystal Lake**

ATTEST: _____
**Secretary
Board of Library Trustees of the City of Crystal Lake**