

**Crystal Lake Public Library
Board of Trustees**

Minutes Regular Meeting – October 17, 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 Feller, 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; 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: Kim reviewed progress on the 2018 Strategic Initiatives.

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 Finance 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 September 19, 2018 as amended.

V. E. 1. Financial reports – Approve the Financial Report for FY 18/19 as of September 30, 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 William Weller to approve the disbursements in the total amount of \$341,078.11 as follows:

	<u>Total</u>
Operating Fund	302,676.03
Construction & Repair Fund	1,775.00
Gift & Memorial Funds	157.19
IMRF/FICA Funds	36,469.89
Grand Total:	341,078.11

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) Snow removal contract: **It was moved by John Engebretson and seconded by William Weller to accept the proposal from Tonkin Landscape, Inc. for the 2018/2019 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, Alice Fellers, Stacey Lorenz, Don Peters, Terri Reece, Monica Szalaj, William Weller

Nay: none

Absent: none

Abstain: none

Motion Passed.

- B) Classifications & Pay Ranges – 2018 market adjustments: **It was moved by William Weller and seconded by Don Peters to approve the following adjustments to the Classifications and Pay Ranges for the Crystal Lake Public Library:**

1. Adjust minimum and maximum pay for Grades 1-18 by 2%.
2. The new minimum rates will apply to new hires added to the payroll after 10/21/18. Current employees at the minimum rate will be eligible for the 2.5% "Meets Requirements" adjustment when they successfully complete their New Employee Period.

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

- C) FY 18/19 – Working Budget - revised: **It was moved by John Engebretson and seconded by Don Peters to approve the Revised FY 18/19 Working Budget.**

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.

D) FY 18/19 – Appropriation Resolution - revised: **It was moved by John Engebretson and seconded by Don Peters to approve Resolution No 1819-7, FY 18/19 Revised Budget Resolution and authorize the Board President and Secretary to execute the document.**

Roll Call:

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

Nay: James Becker, Alice Fellers

Absent: none

Abstain: none

Motion Passed.

Board Discussion: Alice asked to clarify item 5 from the Finance Committee minutes regarding quorum. She also requested the latest IPLAR be put on the Intranet.

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: 8:15 pm

Monica Szalaj, Secretary

**THE BOARD OF LIBRARY TRUSTEES OF
THE CITY OF CRYSTAL LAKE, MCHENRY
COUNTY, ILLINOIS
(CRYSTAL LAKE PUBLIC LIBRARY)**

LIBRARY RESOLUTION NO. 1819-7

AMENDS LIBRARY RESOLUTION NO. 1718-14

**AMENDMENT TO ANNUAL REPORT, BUDGET INFORMATION,
DETERMINATION OF AMOUNTS TO BE LEVIED FOR LIBRARY
PURPOSES AND STATEMENT OF FINANCIAL REQUIREMENTS
FOR FISCAL YEAR 2018-19**

WHEREAS, the Board of Library Trustees of the Crystal Lake Public Library (the Board) passed on January 24, 2018 Library Resolution No. 1718-14 (the Resolution), the Resolution providing to the City of Crystal Lake the Board's Annual Report, Budget Information, Determination of Amounts to be Levied for Library Purposes and Statement of Financial Requirements;

WHEREAS, the Board has determined that amendments to Section 3 and Section 4 of the Resolution are appropriate.

BE IT RESOLVED that Section 3 and Section 4 of the Resolution are deleted in their entirety. In lieu thereof, the following Section 3 and Section 4 are the operative Section 3 and Section 4 of the Resolution:

Section 3. BE IT FURTHER RESOLVED that the following is a statement of the financial requirements of the Library for the fiscal year 2018/19 for inclusion in the budget of the corporate authority for the General Operating, IMRF, and Social Security Funds of the Crystal Lake Public Library, and of the amount of money which, in judgment of the Board of Library Trustees, it will be necessary to levy for library purpose in the next annual tax levy ordinance:

<u>EXPENDITURES</u>	<u>BUDGET</u>	<u>TAX LEVY</u>
Salaries	2,636,548	2,636,548
Insurance	534,610	534,610
IMRF	280,195	280,195
FICA	200,236	200,236
SUB TOTAL	3,651,589	3,651,589
Legal/Professional	33,516	10,000
Publishing	4,770	0
Postage & Freight	24,850	15,000
Travel /Training	37,500	5,000
Dues/Subscriptions	6,145	0
Insurance/Bonding	32,724	32,724
Utilities	51,628	46,000
Building & Offices	145,292	130,795
Operating Equipment Maintenance	100,322	95,322
Rental-Buildings & Equipment	20,500	16,000
Contingent		0
	525,000	
Programming	34,665	25,545
SUB TOTAL	1,016,912	376,386
Office & Library Supplies	33,000	30,000
Cleaning Supplies	8,301	8,300
Landscape Materials	50	0
Small Supplies & Equipment	2,180	0
Library Materials:		
Books	219,500	219,500
AV Materials	116,657	116,657
Electronic Resources	169,200	169,200
Periodicals	17,550	17,550
Standing Orders	14,000	14,000
Stationery & Printing	48,162	24,702
SUB TOTAL	628,600	599,909
Building Equipment	0	0
Operating Equipment	94,825	14,609
SUB TOTAL		14,609
	94,825	
TOTAL	5,391,926	4,642,493

Section 4. BE IT FURTHER RESOLVED that the following is an estimate of receipts during fiscal year 2018/19 for General Operating, IMRF, and Social Security Funds purposes:

<u>INCOME SOURCES</u>	<u>ESTIMATED TOTALS</u>
Property Taxes – Library	4,162,062
Property Taxes – IMRF	280,195
Property Taxes – FICA (Social Security)	<u>200,236</u>
Subtotal – Property Tax	4,642,493
Fines	35,000
Fees	60,075
Copier	12,000
Interest	11,000
Miscellaneous	4,500
Per Capita Grant – Prior Year	50,929
Per Capita Grant – Current Year	50,929
Target Grant	0
Grant	<u>25,000</u>
Subtotal – Other	249,433
<u>Fund Balances</u>	
Working Cash Interest Transfer	0
General Reserve Fund	500,000
IMRF Reserve Fund	0
FICA Reserve Fund	0
GRAND TOTAL	\$5,391,926

BE IT FURTHER RESOLVED:

1. Except for the amended Section 3 and Section 4 as stated above, the Resolution remains in full force and effect.

2. This resolution shall be filed promptly with the City of Crystal Lake.

PASSED by the Board on October 17, 2018, by vote of:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

APPROVED:

ATTEST:

Charles K. Ebann
President
Board of Library Trustees of the
City of Crystal Lake,
McHenry County, Illinois
(Crystal Lake Public Library)

Monica Szalaj
Secretary
Board of Library Trustees of the
City of Crystal Lake,
McHenry County, Illinois
(Crystal Lake Public Library)