

**Crystal Lake Public Library  
Board of Trustees**

Minutes Regular Meeting – October 18, 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 7:01 pm in the Ames Meeting Room at the Library.

Don Peters asked to serve as Secretary pro tem in 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:** 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; 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 Board reviewed the chapters 4 and 5 of the "Trustee Facts File" to meet more 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.

**VI. A. Approval of minutes of previous meeting(s) – Approved the minutes of the Regular Meeting of September 20, 2017.**

**VI. E. Financial reports – Approved the Financial Report for FY 17/18 as of September 30, 2017.**

**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 \$346,469.24 as follows:

	<u>Total</u>
Operating Fund	304,083.48
Construction & Repair	3,548.13
Special Reserve	2,400.00
Gift & Memorial Funds	144.79
IMRF/FICA Funds	36,292.84
<b>Grand Total:</b>	<b>\$346,469.24</b>

**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) Sick Leave Policy revisions: **It was moved by Don Peters and seconded by William Weller to approve the recommended changes to the Sick Leave section of the CLPL Personnel Policy.**

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

- B) Classifications & Pay Ranges – 2017 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. **Add Assistant Head of Youth Services to the Classification System,**
  2. **Adjust minimum and maximum pay for Grades 1-18 by 2%,**
  3. **The new minimum rates will apply to new hires added to the payroll after 10/22/17. 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- 8; Nay- 0; Absent- 1; Abstain- 0; Motion Passed.**

- C) Reaffirm Special Reserve Fund purposes: **It was moved by William Weller and seconded by Don Peters to approve Library Resolution No. 1718-8, and authorize the Board President and Secretary Pro Tem to execute the document.**

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

- D) Adopt resolutions allocating Funds: **It was moved by Terri Reece and seconded by Don Peters to approve the following Library Resolutions:**

1. FY 16/17 Operating Fund Balance: **Approve Library Resolution No. 1718-9 and authorize the Board President and Secretary Pro Tem to execute the document and the Library Director to forward the information to the City of Crystal Lake.**
2. FY 16/17 FICA Fund Balance: **Approve Library Resolution No. 1718-10 and authorize the Board President and Secretary Pro Tem to execute the document and the Library Director to forward the information to the City of Crystal Lake.**
3. FY 16/17 IMRF Fund Balance: **Approve Library Resolution No. 1718-11 and authorize the Board President and Secretary Pro Tem to execute the document and the Library Director to forward the information to the City of Crystal Lake.**

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

- E) FY 17/18 – Working Budget – revised: **It was moved by John Engebretson and seconded by Don Peters to approve the Revised FY 17/18 Working Budget.**

**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.**

- F) FY 17/18 – Appropriation Resolution – revised: **It was moved by John Engebretson and seconded by Don Peters to approve Resolution No. 1718-12, that amends Library Resolution No. 1617-12, and authorize the Board President and Vice President to execute the document.**

**Roll Call:**

**Aye:** John Engebretson, Stacey Lorenz, Don Peters, Terri Reece, William Weller

**Nay:** Alice Fellers

**Absent:** Monica Szalaj

**Abstain:** James Becker, Chuck Ebann

**Motion Passed.**

- G) Phone system purchase: **It was moved by William Weller and seconded by Don Peters to approve the purchase of a new VOIP system through Call One for a total project cost not to exceed \$50,000 and authorize the Library Board President to sign the purchase contract.**

**Roll Call:**

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

**Nay:** none

**Absent:** Monica Szalaj

**Abstain:** Chuck Ebann

**Motion Passed.**

- H) Reschedule FY 18/19 budget meeting: **It was moved by Terri Reece and seconded by Don Peters to cancel the December 6, 2017 meeting and add a January 24, 2018 meeting for the purpose of discussing and approving the next year's Budget.**

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

**Board Discussion:** William Weller thanked the Library Director for compiling the charts on staff turnover. Alice Fellers asked about the polo shirts on the Needs List. She also asked about finding previous years' Board meeting minutes on the website.

**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:** 8:20 pm

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Don Peters, Secretary Pro Tem

**LIBRARY RESOLUTION NO. 1718-8**

**A RESOLUTION REAFFIRMING THE PURPOSES OF ACCUMULATIONS IN THE SPECIAL RESERVE FUND**

**Whereas**, the Illinois Local Library Act (the Act) authorizes establishment of a reserve fund (75 ILCS 5/5-8) (Special Reserve Fund); and

**Whereas**, money deposited from time to time in a Special Reserve Fund is limited in use as provided by the Act; and

**Whereas**, except for expenditures for emergency repairs, a plan for the use of the accumulations in a Special Reserve Fund and a cost estimate for said plan are required; and

**Whereas**, said plan may be amended as circumstances may require; and

**Whereas**, a Special Reserve Fund was hereby established by the Library Trustees on September 27, 2006 and funds have been transferred from time to time into the Special Reserve Fund; and

**Whereas**, on October 23, 2013 the Library Trustees determined that the purposes of the Special Reserve Fund needed to be expanded based on the current needs of the Crystal Lake Public Library;

**Now, therefore, be it resolved by the Board of Library Trustees of the Crystal Lake Public Library as follows:**

**Section 1:** Funds which may accumulate in the future in the Special Reserve Fund may be used for one or more of the following purposes:

- Major Library building remodeling
- Planned or emergency repairs & alterations of the Library Building and its equipment
- An addition to the Library
- Site acquisition
- A new Library

**Section 2:** Unexpended balances in the General Fund/Operating Fund may be transferred each year to the Special Reserve Fund as the Library Trustees deem appropriate.

**Section 3:** In any year for which the Library Trustees intend to deposit funds into the Special Reserve Fund the Library Trustees shall provide for such accumulations in the annual appropriation to the City of Crystal Lake.

Passed by the Board of Library Trustees of the Crystal Lake Public Library, McHenry County, Illinois this 18<sup>th</sup> day of October, 2017.

Approved this 18<sup>th</sup> day of October 2017.

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

Nays: none

Absent: Monica Szalaj

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Charles Ebann, President of the Board of Library Trustees  
Crystal Lake Public Library

ATTEST:

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Secretary Pro Tem of the Board of Library Trustees  
Crystal Lake Public Library

**LIBRARY RESOLUTION NO.1718-9**

**A RESOLUTION AUTHORIZING THE TRANSFER OF  
FY 16/17 OPERATING FUND BALANCES**

**Be it resolved** by the Board of Library Trustees of the City of Crystal Lake that, of the unexpended balances of the proceeds received during FY16/17

- from annual public library taxes (General Fund) the sum of \$460,058.25 shall be transferred to the Library Special Reserve Fund

PASSED this 18<sup>th</sup> day of October, 2017, pursuant to a vote as follows:

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

NAYS: none

ABSENT: Monica Szalaj

ATTEST:

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Charles Ebann, President of the Board of Library Trustees  
Crystal Lake Public Library

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Secretary Pro Tem of the Board of Library Trustees  
Crystal Lake Public Library

**LIBRARY RESOLUTION NO.1718-10**

**A RESOLUTION AUTHORIZING THE TRANSFER OF FY 16/17 FICA FUND BALANCES**

**Be it resolved** by the Board of Library Trustees of the City of Crystal Lake that, of the unexpended balances of the proceeds received during FY16/17

- from annual public library taxes (FICA Fund), the sum of \$14,459.99 shall be included in the FICA Reserve,

PASSED this 18<sup>th</sup> day of October, 2017, pursuant to a vote as follows:

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

NAYS: none

ABSENT: Monica Szalaj

ATTEST:

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Charles Ebann, President of the Board of Library Trustees  
Crystal Lake Public Library

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Secretary Pro Tem of the Board of Library Trustees  
Crystal Lake Public Library



**LIBRARY RESOLUTION NO.1718-11**

**A RESOLUTION AUTHORIZING THE TRANSFER OF FY16/17 IMRF FUND BALANCES**

**Be it resolved** by the Board of Library Trustees of the City of Crystal Lake that, of the unexpended balances of the proceeds received during FY16/17

- from annual public library taxes (IMRF Fund), the sum of \$18,884.80 shall be included in the IMRF Reserve.

PASSED this 18<sup>th</sup> day of October, 2017, pursuant to a vote as follows:

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

NAYS: none

ABSENT: Monica Szalaj

ATTEST:

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Charles Ebann, President of the Board of Library Trustees  
Crystal Lake Public Library

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Secretary Pro Tem of the Board of Library Trustees  
Crystal Lake Public Library

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

**LIBRARY RESOLUTION NO. 1718-12**

**AMENDS LIBRARY RESOLUTION NO. 1617-12**

**AMENDMENT TO ANNUAL REPORT, BUDGET INFORMATION,  
DETERMINATION OF AMOUNTS TO BE LEVIED FOR LIBRARY  
PURPOSES AND STATEMENT OF FINANCIAL REQUIREMENTS  
FOR FISCAL YEAR 2017-18**

WHEREAS, the Board of Library Trustees of the Crystal Lake Public Library (the Board) passed on February 1, 2017 Library Resolution No. 1617-12 (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 2017/18 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	2,580,954	2,580,954
Insurance	451,061	451,061
IMRF	315,552	315,552
FICA	196,912	196,912
<b>SUB TOTAL</b>	<b>3,544,479</b>	<b>3,544,479</b>
Legal/Professional	26,373	10,000
Publishing	4,770	0
Postage & Freight	24,050	15,000
Travel /Training	39,900	5,000
Dues/Subscriptions	6,145	0
Insurance/Bonding	32,000	32,000
Utilities	47,000	47,000
Building & Offices	144,795	130,795
Operating Equipment Maintenance	100,322	100,322
Rental-Buildings & Equipment	22,000	22,000
Contingent	525,000	0
Programming	33,826	13,876
<b>SUB TOTAL</b>	<b>1,006,181</b>	<b>375,993</b>
Office & Library Supplies	35,896	30,000
Cleaning Supplies	10,800	9,500
Landscape Materials	50	0
Small Supplies & Equipment	3,500	0
Library Materials:		
Books	232,050	232,050
AV Materials	128,930	128,930
Electronic Resources	167,790	167,790
Periodicals	17,900	17,900
Standing Orders	19,000	19,000
Stationery & Printing	39,494	25,000
<b>SUB TOTAL</b>	<b>655,410</b>	<b>630,170</b>
Building Equipment	0	0
Operating Equipment	118,850	38,278
<b>SUB TOTAL</b>	<b>118,850</b>	<b>38,278</b>
<b>TOTAL</b>	<b>5,324,920</b>	<b>4,588,920</b>

Section 4. BE IT FURTHER RESOLVED that the following is an estimate of receipts during fiscal year 2017/18 for General Operating, IMRF, and Social Security Funds purposes:

<u><b>INCOME SOURCES</b></u>	<u><b>ESTIMATED TOTALS</b></u>
Property Taxes – Library	4,076,456
Property Taxes – IMRF	315,552
Property Taxes – FICA (Social Security)	<u>196,912</u>
<b>Subtotal – Property Tax</b>	<b>4,588,920</b>
Fines	53,000
Fees	46,500
Copier	12,000
Interest	6,500
Miscellaneous	3,000
Per Capita Grant – Prior Year	45,000
Per Capita Grant – Current Year	45,000
Target Grant	0
Grant	<u>25,000</u>
<b>Subtotal – Other</b>	<b>236,000</b>
<b><u>Fund Balances</u></b>	
Working Cash Interest Transfer	0
General Reserve Fund	500,000
IMRF Reserve Fund	0
FICA Reserve Fund	0
<b>GRAND TOTAL</b>	<b>\$5,324,920</b>

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 18, 2017, by vote of:

AYES: John Engebretson, Stacey Lorenz, Don Peters, Terri Reece, William Weller

NAYS: Alice Fellers

ABSENT: Monica Szalaj

ABSTAIN: James Becker, Chuck Ebann

APPROVED:

ATTEST:

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

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Teresa Reece  
Vice-President  
Board of Library Trustees of the  
City of Crystal Lake,  
McHenry County, Illinois  
(Crystal Lake Public Library)