

Crystal Lake Public Library
Board of Trustees
Minutes Regular Meeting – November 15, 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.

Roll Call:

Present: James Becker, Chuck Ebann, John Engebretson, Alice Fellers, 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; 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: Chuck Ebann and John Engebretson shared insights from their attendance at ILA Trustee Day. The Board completed online training on safety regarding active shooter procedures. The Board reviewed services provided by the Illinois State Library Literacy program.

Consent Agenda: It was moved by Terri Reece and seconded by John Engebretson to approve the consent agenda including Items V. A and E.

V. A. Approval of minutes of previous meeting(s) – Approved the minutes of the Regular Meeting of October 18, 2017.

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

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

At the request of Alice Fellers, the Library Card Sign Up Month Summary was removed from the Consent Agenda and discussed.

At the request of William Weller, the Statistical Report for October 2017 was removed from the Consent Agenda and discussed.

Approval of Disbursements: It was moved by John Engebretson and seconded by Don Peters to approve the disbursements in the total amount of \$384,729.79 as follows:

	<u>Total</u>
Operating Fund	321,691.67
Construction & Repair	14,100.96
Special Reserve	13,089.84
Gift & Memorial Funds	298.59
IMRF/FICA Funds	35,548.73
Grand Total:	<u>\$384,729.79</u>

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: none

Board Discussion: Chuck Ebann mentioned that the Planning and Public Relations Committees will be looking at strategic planning. Opinions on the Cary Area Public Library tour were discussed. Everyone was reminded that the Clay Jenkinson event was Saturday, November 18.

Adjournment:

It was moved by William Weller and seconded by James Becker to adjourn.

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

Time: 7:55 pm

Monica Szalaj, Secretary

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

**RESOLUTION NO. 1718-13
RESOLUTION ADOPTING POLICY PROHIBITING HARASSMENT,
DISCRIMINATION, AND RETALIATION
(and procedures for reporting and investigating complaints)**

WHEREAS, the Crystal Lake Public Library (the Library) is a unit of local government which operates a Public Library; and

WHEREAS, by P.A. 100-0554 effective November 16, 2017, the Illinois General Assembly amended the State Officials and Employees Ethics Act (Ethics Act), 5 ILCS 430/1-1 et seq.; and

WHEREAS, the provisions of P.A. 100-0554 relevant to the Library (5 ILCS 430/70-5) are the following:

No later than 60 days after the effective date of this amendatory Act of the 100th General Assembly, each governmental unit shall adopt an ordinance or resolution establishing a policy to prohibit sexual harassment. The policy shall include, at a minimum: (i) a prohibition on sexual harassment; (ii) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Department of Human Rights; (iii) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under this Act, the Whistleblower Act, and the Illinois Human Rights Act; and (iv) the consequences of a violation of the prohibition on sexual harassment and the consequences for knowingly making a false report.

WHEREAS, the attached Policy Prohibiting Harassment, Discrimination, and Retaliation is intended to comply with the requirements of the Ethics Act, as amended by P.A. 100-0554.

NOW, THEREFORE, IT IS RESOLVED by the Board of Library Trustees as follows:

- 1. The attached Policy Prohibiting Harassment, Discrimination, and Retaliation be and is adopted.**
- 2. This Resolution and the attached Policy supplement “Section VIII Sexual Harassment and other types of Harassment or Discrimination” and “Section IX Reporting Concerns” of Crystal Lake Public Library’s Personnel Policy.**
- 3. This Resolution and the attached Policy supersede Resolutions and Policies, if any, which conflict with this Resolution and the attached Policy.**
- 4. This Resolution is effective immediately.**

Passed this 20th day of December, 2017.

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

NAYES: none

ABSENT: Monica Szalaj

ABSTAIN: none

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

Don Peters
Secretary Pro Tem, Board of Library Trustees
of the City of Crystal Lake