

Crystal Lake Public Library
Board of Trustees
Minutes Regular Meeting – April 15, 2015

Call to Order: The Regular Meeting of the Crystal Lake Public Library Board of Trustees was called to order by President Terri Reece at 7:03 pm in the Ames Meeting Room at the Library.

Roll Call:

Present: Chuck Ebann, John Engebretson, Alice Fellers (7:06pm), Carol Heisler, Don Peters, Terri Reece, William Weller
[Vanessa Baker resigned from the Library Board on April 1, 2015]

Absent: Ron Eberle

Other: none

Staff Present: Kathryn I. Martens, Library Director; Karen Migaldi, Assistant Director; Nan Goerlitz, Recording Secretary; Debbie Brown, Business Manager; Linda Price-Natter, Public Relations Coordinator; Jennifer Drinka, Head of Youth Services; Cynthia Lopuszynski, Head of Adult Services; Pamela Miller, Head of Circulation Services; Penny Ramirez, Head of Technical & Automation Services

Citizen Participation: none

Board Development: Due to technical difficulties, there was no Board Development.

Reading and approval of minutes: It was moved by Chuck Ebann and seconded by Don Peters to approve the minutes of the Regular Meeting of March 11, 2015.

Voice Vote: Aye-6; Nay-0; Absent-2; Abstain-0; Motion Passed.

Committee and Board Member reports:

Planning/PR Committee: The minutes from the March 9, 2015 joint meeting were in the packet.

Personnel Committee: The minutes from the March 30, 2015 meeting were in the packet.

Consent Agenda: Included in the Consent Agenda were communication items including Vanessa Baker's letter of resignation, the CLPL Public Relations and Development report ending April 8, 2015, the Library Director's Report for April 2015, and the Statistical Report for March 2015. **It was moved by Don Peters and seconded by Chuck Ebann to approve the consent agenda.**

Voice Vote: Aye- 6; Nay- 0; Absent- 2; Abstain- 0; Motion Passed.

Approval of Financial Reports: It was moved by Don Peters and seconded by John Engebretson to approve the Financial Report for FY 14/15 as of March 31, 2015.

Voice Vote: Aye- 6; Nay- 0; Absent- 2; Abstain- 0; **Motion Passed.**

Approval of Disbursements: It was moved by John Engebretson and seconded by Chuck Ebann to approve the disbursements in the total amount of \$342,703.72 as follows:

	<u>Total</u>
Operating Fund	\$296,975.41
Gift & Memorial Funds	11,406.76
IMRF/FICA Funds	33,602.72
Per Capita Grant Funds	718.83
Grand Total:	<hr/> \$342,703.72

Roll Call:

Aye: Chuck Ebann, John Engebretson, Alice Fellers, Carol Heisler, Don Peters, Terri Reece, William Weller

Nay: none

Absent: Ron Eberle

Motion Passed.

Business:

A) Governance Committee Policy revision recommendations - Approve:

1. Board of Library Trustees Bylaws: It was moved by Chuck Ebann and seconded by John Engebretson to approve the revised Board of Library Trustees Bylaws, as recommended by the Governance Committee and reviewed at the March 11, 2015 meeting.

Voice Vote: Aye- 7; Nay- 0; Absent- 1; Abstain- 0; **Motion Passed.**

B) Personnel Committee recommendations - Approve

1. Classification & Pay Ranges – FY 15/16: It was moved by John Engebretson and seconded by Don Peters to approve the Classification and Pay Ranges for FY 15/16 effective May 1, 2015 as recommended by the Personnel Committee.

Voice Vote: Aye- 7; Nay- 0; Absent- 1; Abstain- 0; **Motion Passed.**

2. Merit increases FY 15/16: It was moved by William Weller and seconded by Don Peters to approve the recommendation from the Personnel Committee to establish FY 15/16 merit increases at 2% for Meets Requirements, 3% for More Than Meets Requirements, and 4% for Exceeds Requirements effective May 10, 2015 (beginning of the first full payroll in FY 15/16).

Voice Vote: Aye- 4; Nay- 3; Absent- 1; Abstain- 0; Motion Passed.

C) Facilities Committee recommendations – Approve

1. Management of rental properties: It was moved by Don Peters and seconded by John Engebretson to approve the recommendation of the Facilities Committee regarding approval of rental leases and release of security deposit/escrow funds.

Voice Vote: Aye- 7; Nay- 0; Absent- 1; Abstain- 0; Motion Passed.

Executive Session: It was moved by Chuck Ebann and seconded by William Weller to move into Executive Session for the purposes of discussing personnel [5 ILCS 120/2(c)(1)], the purchase or lease of real property for the use of the public body [5 ILCS 120/2(c)(5)], the setting of a price for sale or lease of property owned by the public body [5 ILCS 120/2(c)(6)] and to allow Kathryn I. Martens and Karen Migaldi to remain for the Executive Session at 7:36 pm.

Roll Call:

Aye: Chuck Ebann, John Engebretson, Alice Fellers, Carol Heisler, Don Peters, Terri Reece, William Weller

Nay: none

Absent: Ron Eberle

Motion Passed.

The Board came out of Executive Session at 8:39 pm.

It was moved by Don Peters and seconded by William Weller to approve the consensus decision reached in Executive Session concerning personnel.

Roll Call:

Aye: Chuck Ebann, John Engebretson, Carol Heisler, Don Peters, Terri Reece, William Weller

Nay: Alice Fellers

Absent: Ron Eberle

Motion Passed.

Adjournment:

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

Voice Vote: Aye- 7; Nay- 0; Absent- 1; Abstain- 0; Motion Passed.

Time: 8:47 pm