

Crystal Lake Public Library
Board of Trustees
Minutes Regular Meeting- January 19, 2011

Call to Order: The Regular Meeting of the Crystal Lake Public Library Board of Trustees was called to order by Vice President John Engebretson at 7:01 pm in the Ames Meeting Room at the Library.

Roll Call:

Present: Bob Cairone, John Engebretson, Alice Fellers, Eric Larsen, Brian Pappalardo, Don Peters, Terri Reece, William Weller

Absent: Carol Heisler

Others: none

Staff Present: Kathryn I. Martens, Library Director; Karen Migaldi, Assistant Director; Nan Goerlitz, Recording Secretary; Debbie Brown, Business Manager; Linda Price, Public Relations Coordinator; Jessie Exum, Head of Youth Services; Cynthia Lopuszynski, Head of Adult Services

Citizen Participation: None

Board Development:

Jessie Exum and Cynthia Lopuszynski presented information on our collection capacities in Youth Services and Adult Services departments, respectively. In 2006, as part of Project Shoehorn, the collections were heavily weeded so that there would be room for 5-8 years of growth. The shelves are once again reaching capacity, and we are almost to the point where every time something is added, something else will have to be discarded.

Approval of Minutes: It was moved by Don Peters and seconded by William Weller to approve the Minutes of the Regular Meeting of December 15, 2010.

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

Committee & Board Member Reports:

Public Relations Committee: Minutes for the January 3, 2011 meeting were in the packet.

Planning Committee: Minutes for the January 4, 2011 meeting were in the packet.

Facilities Committee: Minutes for the January 12, 2011 meeting were in the packet.

Automation Committee: The compiled list of Library Board Intranet Priorities was in the packet. Bob Cairone recommends the top 14 items be implemented in the initial roll out of the new Intranet. Input from the Board will be integrated into priorities from the Staff. This project is still in the planning stages.

Council Liaison Reports:

- Brian Pappalardo brought Councilmember Cathy Ferguson up to date during a positive conversation.
- John Engebretson talked with Councilmember Carolyn Schofield. She asked for more information on what the council can do to help the Library.
- Don Peters talked to Councilmember Ralph Dawson about the Library's new Annual Report. Ralph asked Don to drop some copies off at City Hall. Kathryn Martens and Don Peters attended the Council meeting on January 18, 2011, bringing copies of the Annual Report for all Council members. Don and Ralph also discussed the Library's space needs assessment.
- Alice Fellers brought Councilmember Brett Hopkins up to date.

Approval of Financial Reports: It was moved by Don Peters and seconded by William Weller to approve the Financial Report for FY 10/11 as of December 31, 2010.

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

Approval of Disbursements: It was moved by Eric Larsen and seconded by William Weller to approve the disbursements in the total amount of \$430,771.60 as follows:

Operating Fund	\$116,828.79
	287,203.52
Construction & Repair Fund	690.58
Gift & Memorial Funds	822.75
Ames Fund	1,060.96
Per Capita Grant Funds	24,165.00
Grand Total:	\$430,771.60

Roll Call:

Aye: Bob Cairone, John Engebretson, Alice Fellers, Eric Larsen, Brian Pappalardo, Don Peters, Terri Reece, William Weller

Nay: none

Absent: Carol Heisler

Motion Passed.

Communications: There were several communications in the Board packet.

Business:

A) Input Needed

1. Board Development: The Board was encouraged to submit ideas for future Board Development topics.
2. Involvement in needs assessment process: The Planning Committee asked each Board member to submit 20 names for possible involvement in the needs assessment process.

B) FY 10/11 Budget adjustments for Rental Property: It was moved by Don Peters and seconded by William Weller to transfer \$3,606, in the FY 10/11 Working Budget related to the Rental Property, from 7139 Contingency to 8134 Maintenance and Management – 17 McHenry Ave.

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

C) Award of contract for purchase of self check units: It was moved by Eric Larsen and seconded by William Weller to approve purchase and installation of two additional self-check units as well as the option to pay fines at all self-check locations via credit/debit card at a cost not to exceed \$43,000.

Roll Call:

Aye: Bob Cairone, John Engebretson, Alice Fellers, Eric Larsen, Brian Pappalardo, Don Peters, Terri Reece, William Weller

Nay: none

Absent: Carol Heisler

Motion Passed.

D) NSLS – current & future: It was moved by Eric Larsen and seconded by Don Peters to approve Library Resolution No. 1011-14 – a resolution requesting the North Suburban Library System Board of Directors to consider returning van delivery contributions to member public libraries – and direct the Library Board Vice President to draft a letter to that effect.

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

Staff Reports:

Included in the Board packet were the CLPL 10/11 Annual Statistics to date, Library Director's Report for January 2011 and the Statistical Reports for December 2010. The Library Director talked about CLPL's participation in an NSLS grant on word-of-mouth marketing during Project Shoehorn. The result is our inclusion in the book *Building a Buzz: Libraries & Word-of-Mouth Marketing* by Peggy Barber & Linda Wallace.

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: 8:49pm

Bob Cairone, Secretary

Resolution

WHEREAS, on May 14, 2010 Sarah Long, North Suburban Library System's Executive Director informed the public library directors that NSLS would be laying off employees and ceasing operations due to lack of funding from the State, and

WHEREAS, on very short notice and in good faith, on May 24, 2010 the Crystal Lake Public Library contributed \$12,244 to the North Suburban Library System in order to maintain van delivery services, and

WHEREAS, in May 2010 the Crystal Lake Public Library along with the other 22 CCS public libraries took action to severely curtail interlibrary sharing of materials in order to reduce the load on NSLS van delivery, and

WHEREAS, the North Suburban Library System has now received the balance of FY09/10 funding and more than \$700,000 of funding for FY10/11 from the State,

NOW THEREFORE, be it resolved that the Board of Library Trustees of the City of Crystal Lake requests that the North Suburban Library System Board of Directors consider returning those van delivery contributions to the member public libraries many of whom are now struggling with income losses in the face of increasing demands for services at the local level.

DATE: _____

Vice-President
Board of Library Trustees of the City of Crystal Lake

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