

**Crystal Lake Public Library  
Board of Trustees**

Minutes Regular Meeting- February 16, 2011

**Call to Order:** The Regular Meeting of the Crystal Lake Public Library Board of Trustees was called to order by President Carol Heisler at 7:02 pm in the Ames Meeting Room at the Library.

**Roll Call:**

**Present:** Bob Cairone, John Engebretson, Carol Heisler, Brian Pappalardo, Don Peters, Terri Reece, William Weller

**Absent:** Alice Fellers, Eric Larsen

**Others:** Anders Dahlgren, Library Planning Associates, Inc.

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

**Citizen Participation:** None

**Board Development:**

Cynthia Lopuszynski led the Board through a tour of Bibliocommons, the new online catalog interface, which will launch at CLPL on March 1, 2011.

**Approval of Minutes:** It was moved by Bob Cairone and seconded by Don Peters to approve the Minutes of the Regular Meeting of January 19, 2011.

**Voice Vote:** Aye-7; Nay-0; Absent-2; Abstain-0; Motion Passed.

**Committee & Board Member Reports:**

Finance Committee: Minutes for the January 25, 2011 meeting were in the packet.

Planning/PR Committee: Minutes for the February 9, 2011 meeting were in the packet.

Crystal Lake Library Foundation: Brian Pappalardo reported that the Foundation met with the Raue Center regarding the next Clay Jenkinson event. The 2011 event will be two evenings: Friday, November 18 and Saturday, November 19. Ticket prices will be adjusted this year to include three levels.

Friends of the Crystal Lake Library: Carol Heisler reported that the Friends are currently collecting books for their annual sale on March 19 and 20.

**Approval of Financial Reports:** It was moved by John Engebretson and seconded by Don Peters to approve the Financial Report for FY 10/11 as of January 31, 2011.

**Voice Vote: Aye- 7; Nay- 0; Absent- 2; 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 \$276,057.21 as follows:

Operating Fund	\$264,542.12
Construction & Repair Fund	124.58
Gift & Memorial Funds	5,010.51
Per Capita Grant Funds	6,380.00
<b>Grand Total:</b>	<b>\$276,057.21</b>

**Roll Call:**

**Aye:** Bob Cairone, John Engebretson, Carol Heisler, Brian Pappalardo, Don Peters, Terri Reece, William Weller

**Nay:** none

**Absent:** Alice Fellers, Eric Larsen

**Motion Passed.**

**Communications:** There were several communications in the Board packet. Kathryn Martens also shared a thank you card for the preschool fair and a response from NSLS to Resolution 1011-14.

**Business:**

**A) State Purchasing Resolution:** It was moved by Don Peters and seconded by Brian Pappalardo to approve the State of Illinois Joint Purchasing Program Participation Resolution and authorize the Board President and Secretary to execute the document.

**Voice Vote: Aye- 7; Nay- 0; Absent- 2; Abstain- 0; Motion Passed.**

**B) Needs Assessment Project – Anders Dahlgren:** Included in the Board packet were two memos from Anders: 1) Annual report data summary, and 2) Comparative benchmark analyses. There was discussion about the information and the Board decided it would be most helpful to see comparative analyses for all libraries in the Chicago metro area excluding the Chicago Public Library, as well as the full selection of those serving 25-50K population.

**Staff Reports:**

Included in the Board packet were the Library Director's Report for February 2011 and the Statistical Reports for January 2011.

**Adjournment:**

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

**Voice Vote: Aye- 7; Nay- 0; Absent- 2; Abstain- 0; Motion Passed.**

**Time: 9:15pm**

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Bob Cairone, Secretary