

**Crystal Lake Public Library
Board of Trustees**

Minutes Regular Meeting- March 16, 2011

Before the meeting was called to order, members of the Crystal Lake Chamber of Commerce presented the Crystal Lake Public Library with the Pride in Crystal Lake Award (PICA). The award was presented "in recognition for providing many free resources as well as maintaining a high level quality of service to patrons and sound fiscal management during challenging economic times while at the same time reducing their tax levy to Crystal Lake residents."

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 7:17 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; Cynthia Lopuszynski, Head of Adult Services; Pam Miller, Head of Circulation Services

Citizen Participation: None

Board Development:

Prior to the start of the meeting, the Library Board was presented with the Pride in Crystal Lake Award (PICA) by members of the Crystal Lake Chamber of Commerce.

Approval of Minutes: It was moved by Bob Cairone and seconded by Don Peters to approve the Minutes of the Regular Meeting of February 16, 2011.

Voice Vote: Aye-6; Nay-0; Absent-1; Abstain-2; Motion Passed.

Committee & Board Member Reports:

Facilities Committee: Minutes for the February 28, 2011 meeting were in the packet.

Finance Committee: Minutes for the February 28, 2011 meeting were in the packet.

Planning/PR Committees: Minutes for the March 1 and March 8, 2011 meetings were in the packet.

Crystal Lake Library Foundation: Brian Pappalardo reported that the Foundation approved donating \$500 to the Library for meals for the Focus Groups and Community Opinion Group for the 2011 Needs Assessment Project.

Approval of Financial Reports: It was moved by Don Peters and seconded by Eric Larsen to approve the Financial Report for FY 10/11 as of February 28, 2011.

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

Approval of Disbursements: It was moved by Don Peters and seconded by Terri Reece to approve the disbursements in the total amount of \$248,365.10 as follows:

Operating Fund	\$243,951.54
Construction & Repair Fund	124.58
Gift & Memorial Funds	287.88
Ames Fund	60.75
Per Capita Grant Funds	3,940.35
Grand Total:	\$248,365.10

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) Landscape Maintenance Contract 2011: It was moved by Don Peters and seconded by Bob Cairone to contract with Tonkin Landscape, Inc. for landscape maintenance for the 2011 season for the amounts specified in the proposal in the Board packet.

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.

- B) Emergency Exit – Beacon Area – award of contract: It was moved by Don Peters and seconded by Terri Reece to award a contract to Carmichael Construction, for \$32,739.24, to complete the Exterior Accessibility Improvements project and authorize the Vice-President and Library Director to execute the necessary documents.**

Roll Call:

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

Nay: Brian Pappalardo

Absent: Carol Heisler

Motion Passed.

- C) Needs Assessment Project: The Board discussed the talking points included in the Board packet. Board members signed up to help set up for Focus and Community Opinion Group meetings. Board members will get input from their Council contacts using the Key Informant Interview Questions.**

Staff Reports:

Included in the Board packet were emails from Staff reporting positive feedback from the community, a report on the CLPL Spanish Brochure, information about Money Smart Week, the Library Director's Report for March 2011 and the Statistical Reports for February 2011.

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: 8:45pm

Bob Cairone, Secretary