

Crystal Lake Public Library
Board of Trustees
Minutes Regular Meeting- May 18, 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 7:00 pm in the Ames Meeting Room at the Library.

Roll Call:

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

Absent: Eric Larsen (arrived at 7:55 pm)

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

Citizen Participation: None

Board Development:

Board development took place during the business portion of the meeting – Strategic Planning with Anders Dahlgren.

Approval of Minutes: It was moved by Don Peters and seconded by John Engebretson to approve the Minutes of the Regular Meeting of April 20, 2011.

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

Committee & Board Member Reports:

Facilities Committee: Minutes for the April 25, 2011 meeting were in the packet.

Personnel Committee: Minutes for the April 25, 2011 meeting were in the packet.

Planning Committee: Minutes for the May 3, 2011 meeting were in the packet.

Governance Committee: Minutes for the May 9, 2011 meeting were in the packet.

Crystal Lake Library Foundation: Brian Pappalardo reported that the Crystal Lake Library Foundation is still working out details with Clay Jenkinson for his appearances in November 2011.

Approval of Financial Reports: It was moved by Don Peters and seconded by Terri Reece to approve the Financial Report for FY 10/11 as of April 30, 2011.

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

Approval of Disbursements: It was moved by John Engebretson and seconded by Bob Cairone to approve the disbursements in the total amount of \$313,555.20 as follows:

	<u>FY10/11</u>	<u>FY11/12</u>	<u>Total</u>
Operating Fund	\$261,817.36	\$39,791.05	\$301,608.41
Construction & Repair Fund	0.00	124.58	124.58
Gift & Memorial Funds	3,416.93	2,713.10	6,130.03
Ames Fund	0.00	0.00	0.00
Per Capita Grant Funds	5,692.18	0.00	5,692.18
Grand Total:	\$270,926.47	\$42,628.73	\$313,555.20

Roll Call:

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

Nay: none

Absent: Eric Larsen

Motion Passed.

Communications: There were several communications in the Board packet.

Eric Larsen arrived at 7:55 pm.

Business:

A) Needs Assessment Project updates – Anders Dahlgren: Anders led a discussion regarding the four Planning Memos that were in the Board packet. He also posed five questions to the Board, asking members to write their responses/ideas on individual note cards. The same exercise was conducted with the Community Opinion Group and the CLPL Management Staff. Anders will consolidate the input so the Board can see emerging trends.

B) Working Cash Use authorization: It was moved by Don Peters and seconded by William Weller to approve the attached Resolution No. 1112-1 for the Temporary Transfer of Funds from Working Cash to Operating and to authorize the Board President and Secretary to sign the documents.

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

C) Resolutions

1. Employee Service recognition

- a. Employee Service recognition: **It was moved by John Engebretson and seconded by Don Peters to approve the attached Library Resolution No. 1112-2 in honor of the employees who are celebrating years of service.**

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

- b. Employee Service recognition: **It was moved by Don Peters and seconded by Terri Reece to approve the attached Resolution recognizing Jessie Exum for her years of dedicated service to the community at Crystal Lake Public Library.**

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

2. Summer Reading Program: A Mayoral Proclamation was included in the packet for Board feedback.

- D) Bloodborne Pathogens Policy: It was moved by Brian Pappalardo and seconded by Don Peters to approve the Bloodborne Pathogens Policy.**

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

- E) Identity Protection Policy: It was moved by Brian Pappalardo and seconded by Don Peters to approve the Identity Protection Policy.**

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

- F) 17 McHenry Ave lease: The Board discussed a revised lease for the property at 17 McHenry Ave. Consensus was reached to forward the revised lease to Paul Wells, property manager, to present to the current tenants. The current lease expires July 31, 2011.**

- G) Stress Relief: It was moved by William Weller and seconded by Don Peters to award Staff in Grades 2-18 two paid stress relief days as of July 1, 2011, to be used by June 30, 2012.**

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

- H) Nominating Committee for FY 11/12 officers: The Nominating Committee was appointed by the Board President: Don Peters, chair; Bob Cairone; William Weller; Carol Heisler (ex officio). Elections will be at the July 20, 2011 meeting.**

Staff Reports:

Included in the Board packet were a report on CLPL Media Relations and the Statistical Reports for April 2011.

Adjournment:

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

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

Time: 9:29pm

Bob Cairone, Secretary

Crystal Lake Public Library

RESOLUTION No. 1112-1

**RESOLUTION FOR THE TEMPORARY TRANSFER OF FUNDS
FROM WORKING CASH TO OPERATING**

That the Crystal Lake Public Library Board of Trustees shall transfer up to \$50,000 from the working cash fund to the operating fund for use until the tax distributions are adequate to cover expenditures for FY 11-12.

It is further resolved that the working cash fund will be reimbursed from the operating fund at the next regular meeting of the Crystal Lake Public Library Board of Trustees held after income exceeds expenditures.

Date: _____

President
Crystal Lake Public Library
Board of Trustees

Attest:

Secretary
Crystal Lake Public Library
Board of Trustees

Resolution

WHEREAS, the Crystal Lake Public Library has many longtime and excellent employees, and

WHEREAS, the Board of Library Trustees of the City of Crystal Lake desires to show its appreciation to those employees, and

WHEREAS, June 3, 2011 is Employee Recognition Day.

NOW THEREFORE, be it resolved that the Board of Library Trustees passes the following resolution to be read by the President or other officer at the luncheon for the employees:

RESOLVED, the Board of Library Trustees of the City of Crystal Lake hereby extends its profound appreciation to the following employees who have long and well served the Library for their efforts and excellence in making the Crystal Lake Public Library a great library:

Thirty years:	Susan K. Bruchman
Twenty years:	Marilyn Crowley, Susan L. Riegler, Theresa Schroeder, Nancy Weber
Fifteen years:	Kirsten Barry
Ten years:	Terri Smith
Five years:	Kim Ingwersen, Linda Jaroszewski, Paul Juarez, Veronica Morales, Diana Penkava, Victoria Steinbach

DATE: _____

**President
Board of Library Trustees of the City of Crystal Lake**

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

RESOLUTION

WHEREAS, Jessie Exum began working for the Crystal Lake Public Library on February 10, 1997; and

WHEREAS, Jessie quickly assumed more and more responsibility:

- 11 months as a Library Assistant in Circulation
- 14 months as a Library Technical Assistant I in Circulation
- 17 months as Library Technical Assistant II – Sorter Supervisor in Circulation
- 9 months as an Intern Librarian in both Adult and Youth Services; and

WHEREAS, Jessie took on the responsibility of Head of Youth Services on May 29, 2001, (the first day of the 2001 Summer Reading Program registration!), and has continued in that role for 10 years with exemplary professionalism and leadership; and

WHEREAS, year after year Jessie Exum has raised the bar for improvements in the staff, services, collection, and programs of the Youth Services Department of the Crystal Lake Public Library; and

WHEREAS, Jessie has been a key member of the Library Management Team, participating in planning, implementing and evaluating significant changes and forward strides over these ten years; and

WHEREAS, Jessie has a “winning way” – both in contests and in getting others to do what needs to be done to advance the Library – that we will all miss immensely;

NOW, THEREFORE BE IT RESOLVED, that the Crystal Lake Public Library Board does hereby recognize and thank Jessie Exum for her years of dedicated service to the community at the Crystal Lake Public Library.

President
Crystal Lake Public Library
Board of Library Trustees

Secretary
Crystal Lake Public Library
Board of Library Trustees