

Crystal Lake Public Library
Board of Trustees
Minutes Regular Meeting- June 15, 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 7:00 pm in the Ames Meeting Room at the Library.

Roll Call:

Present: Bob Cairone, John Engebretson, Alice Fellers, Eric Larsen (7:07pm), 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; Lauren Rosenthal, Head of Youth Services; Bonnie Jonelis, Adult Services Librarian; Christine Ticknor, Youth Services Librarian

Citizen Participation: None

Board Development:

Bonnie Jonelis, Cynthia Lopuszynski, and Christine Ticknor presented details on school visits for the Summer Reading Program.

Approval of Minutes: It was moved by Don Peters and seconded by Bob Cairone to approve the Minutes of the Regular Meeting of May 18, 2011.

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

Committee & Board Member Reports:

Facilities Committee: Minutes for the June 1, 2011 meeting were in the packet.

Planning/PR Committees: Minutes for the June 6, 2011 meeting were in the packet.

Crystal Lake Library Foundation: Brian Pappalardo shared a sample of some promotional material for the Clay Jenkinson event in November 2011.

Friends of the Crystal Lake Library: Alice Fellers and Karen Migaldi reported that the Friends have elected new officers. They held the first Market Day of the summer with very high numbers. In the last fiscal year, the Friends have earned \$7,300 through fundraising.

Personnel Committee: William Weller passed out the Library Director's evaluation forms to the Board Members.

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 May 31, 2011.

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

It was moved by Eric Larsen and seconded by Don Peters to approve the Financial Report for FY 11/12 as of May 31, 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 Eric Larsen to approve the disbursements in the total amount of \$298,950.82 as follows:

	<u>FY10/11</u>	<u>FY11/12</u>	<u>Total</u>
Operating Fund	\$7,762.00	\$272,490.88	\$280,252.88
Construction & Repair Fund	0.00	3,735.59	3,735.59
Gift & Memorial Funds	600.25	14,362.10	14,962.35
Ames Fund	0.00	0.00	0.00
Per Capita Grant Funds	0.00	0.00	0.00
Grand Total:	\$8,362.25	\$290,588.57	\$298,950.82

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) Insurance package for FY 11/12: It was moved by Don Peters and seconded by Terri Reece to approve the insurance package renewal for FY 11/12 effective July 8, 2011.

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) Nonresident fee – annual review: It was moved by Eric Larsen and seconded by Bob Cairone to opt IN on selling Nonresident Cards using the tax bill method for the period 7/1/11-6/30/12.

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

- C) FY 11/12 Salary Ranges: It was moved by Don Peters and seconded by Terri Reece to approve the FY 11/12 Classifications and Pay Ranges as presented.

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

- D) Lease for 17 McHenry Ave: It was moved by Terri Reece and seconded by Don Peters to authorize the Library Board President to sign the lease for 17 McHenry Ave., covering the period 8/1/11-7/31/12, with Mr. and Mrs. John Miller at \$1,495.00/month.

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

- E) Authorization to submit annual report: It was moved by Don Peters and seconded by Terri Reece to authorize the Staff to complete the requirements of the Annual Report and authorize the Library Director and appropriate Library Board Officers to sign the completed Annual Report.

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

Staff Reports:

Included in the Board packet were information on the latest CLPL geocache, the report on CLPL Media Relations, the Library Director's report for June 2011 and the Statistical Reports for May 2011.

Adjournment:

It was moved by Don Peters and seconded by Eric Larsen to adjourn.

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

Time: 8:18pm

Bob Cairone, Secretary