

**Crystal Lake Public Library  
Board of Trustees**

Minutes Regular Meeting – September 21, 2011

**Call to Order:** The Regular Meeting of the Crystal Lake Public Library Board of Trustees was called to order by President John Engebretson at 7:00 pm in the Ames Meeting Room at the Library.

**Roll Call:**

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

**Absent:** none

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

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

**Board Development:** Anders Dahlgren led a presentation and discussion of Library Service Goals recommended by the Library's Management Team.

**Approval of Minutes:** It was moved by Don Peters and seconded by Terri Reece to approve the Minutes of the Regular Meeting of August 17, 2011.

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

**Approval of Minutes:** It was moved by Don Peters and seconded by Bob Cairone to approve the Minutes of the Special Meeting of August 23, 2011.

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

**Citizen Participation:** None

**Committee & Board Member Reports:**

Facilities Committee: Minutes for the August 19, 2011 and September 14, 2011 meetings were in the packet.

Planning Committee: Minutes for the August 29, 2011 meeting were in the packet.

Planning and Public Relations Committees: Minutes for the September 6, 2011 meeting were in the packet.

Personnel Committee: Minutes for the August 31, 2011 meeting were in the packet.

Finance Committee: Minutes for the September 14, 2011 meeting were in the packet.

Friends of the Crystal Lake Library: Alice Fellers reported that the Friends did not meet since last month, but their Mum Sale was very successful.

Crystal Lake Library Foundation: Brian Pappalardo reported that the Foundation will meet next week. Tickets for the November 2011 Clay Jenkinson events are on sale at the Raue Center For The Arts.

**Approval of Financial Reports: It was moved by Don Peters and seconded by Terri Reece to approve the Financial Report for FY 11/12 as of August 31, 2011.**

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

**Approval of Disbursements: It was moved by Carol Heisler and seconded by Don Peters to approve the disbursements in the total amount of \$295,402.37 as follows:**

	<u>Total</u>
Operating Fund	\$266,220.70
IMRF/FICA Funds	28,469.97
Construction & Repair Fund	124.58
Gift & Memorial Funds	587.12
<b>Grand Total:</b>	<hr/> \$295,402.37

**Roll Call:**

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

**Nay:** none

**Absent:** none

**Motion Passed.**

**Communications:** There was one communication item in the Board packet.

**Business:**

- A) HVAC Maintenance Contract: It was move by Don Peters and seconded by Carol Heisler to approve the Heating and Air Conditioning Service Agreement with Sherman Mechanical, Inc. for \$15,140.00 for the period 10/14/11-10/13/12.

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

- B) Janitorial Services Contract: It was moved by Don Peters and seconded by Carol Heisler to approve the janitorial services contract with U.S. Service Systems, Inc. for \$3,369.70/month (\$40,436.40 annually) for the period covering 10/1/11-9/30/12.

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

- C) FY 10/11 Audit: The Board has received and reviewed the Audit for FY 10/11.

- D) FY 10/11 Operating Fund Balance allocation

1. Special Reserve Fund purpose: It was moved by Eric Larsen and seconded by Don Peters to confirm that Library Resolution No. 0607-2 has been reviewed by the Library Board of Trustees and stands as a valid explanation of the Special Reserve Fund.

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

2. Resolution to transfer to IMRF/FICA Fund: It was moved by Don Peters and seconded by William Weller to approve Library Resolution No. 1112-8 – a Resolution Transferring Funds to the IMRF/FICA Fund.

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

3. Resolution to transfer to Special Reserve Fund: It was moved by Eric Larsen and seconded by Don Peters to approve Library Resolution No. 1112-7 – a Resolution Transferring Funds to the Special Reserve Fund.

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

4. Resolution for special investment in NSDC: It was moved by Carol Heisler and seconded by William Weller to approve Library Resolution No. 1112-6 – a Resolution Authorizing Disbursement of FY 10/11 Operating Fund Balance to North Suburban Digital Consortium (NSDC).

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

- E) FY 11/12 Working Budget – revised: It was moved by Terri Reece and seconded by Don Peters to approve the FY 11/12 Budget as revised.

**Roll Call:**

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

**Nay:** none

**Absent:** none

**Motion Passed.**

- F) Library Fine Amnesty proposal: It was moved by Don Peters and seconded by William Weller to approve a Pay It Forward Fine Amnesty, November 1-15, 2011, to benefit the CL Food Pantry.

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

**Staff Reports:**

Included in the Board packet were 2011 Summer Reading Program final statistics and the Statistical Reports for August 2011. The Library Director also distributed the FY 10/11 Annual Report.

**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:** 9:08pm

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William Weller, Secretary

**LIBRARY RESOLUTION NO. 1112-6**

**A RESOLUTION AUTHORIZING DISBURSEMENT OF FY 10/11 OPERATING FUND  
BALANCE TO NORTH SUBURBAN DIGITAL CONSORTIUM (NSDC)**

Be it resolved by the Board of Library Trustees of the Crystal Lake Public Library that, of the unexpended balances of the proceeds received during FY10/11 from annual public library taxes (General Fund/Operating Fund), the sum of \$15,000 shall be paid to the Park Ridge Public Library (acting as fiscal agent for the North Suburban Digital Consortium) for the Crystal Lake Public Library's additional contribution to NSDC for development of the shared e-resources collection.

PASSED this 21<sup>st</sup> day of September, 2011, pursuant to a vote as follows:

AYES: Cairone, Engebretson, Fellers, Heisler, Larsen, Pappalardo, Peters,  
Reece, Weller

NAYS: none

ABSENT: none

ATTEST:

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John Engebretson, President of the Board of Library Trustees  
Crystal Lake Public Library

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William Weller, Secretary of the Board of Library Trustees  
Crystal Lake Public Library

**LIBRARY RESOLUTION NO. 1112-7**

**A RESOLUTION TRANSFERRING FUNDS TO THE SPECIAL  
RESERVE FUND**

Be it resolved by the Board of Library Trustees of the Crystal Lake Public Library that, of the unexpended balances of the proceeds received during FY10/11 from annual public library taxes (General Fund/Operating Fund), the sum of \$501,132.42 shall be transferred to the Library's Special Reserve Fund.

PASSED this 21<sup>st</sup> day of September, 2011, pursuant to a vote as follows:

AYES: Cairone, Engebretson, Fellers, Heisler, Larsen, Pappalardo, Peters,  
Reece, Weller

NAYS: none

ABSENT: none

ATTEST:

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John Engebretson, President of the Board of Library Trustees  
Crystal Lake Public Library

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William Weller, Secretary of the Board of Library Trustees  
Crystal Lake Public Library

**LIBRARY RESOLUTION NO. 1112-8**

**A RESOLUTION TRANSFERRING FUNDS TO THE IMRF/FICA FUND**

Be it resolved by the Board of Library Trustees of the Crystal Lake Public Library that, of the unexpended balances of the proceeds received during FY11/12 from annual public library taxes (General Fund/Operating Fund), the sum of \$213,603.00 shall be transferred to the Library's new IMRF/FICA Fund in order to achieve a 6-month fund balance.

PASSED this 21<sup>st</sup> day of September, 2011, pursuant to a vote as follows:

AYES: Cairone, Engebretson, Fellers, Heisler, Larsen, Pappalardo, Peters,  
Reece, Weller

NAYS: none

ABSENT: none

ATTEST:

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John Engebretson, President of the Board of Library Trustees  
Crystal Lake Public Library

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William Weller, Secretary of the Board of Library Trustees  
Crystal Lake Public Library