

**Crystal Lake Public Library  
Board of Trustees**

Minutes Regular Meeting – November 14, 2012

**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:** Chuck Ebann, John Engebretson, Alice Fellers, Carol Heisler, Don Peters, Terri Reece, William Weller

**Absent:** Eric Larsen (arrived at 8:03 pm)

**Others:** Ron Eberle

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

**Board Development:** Lauren Rosenthal and Cynthia Lopuszynski described the process of developing the Library's collection.

**Approval of Minutes:** It was moved by Don Peters and seconded by Chuck Ebann to approve the Minutes of the Regular Meeting of October 17, 2012.

**Voice Vote:** Aye-7; Nay-0; Absent-1; Abstain-0; Motion Passed.

**Approval of Minutes:** It was moved by Alice Fellers and seconded by Chuck Ebann to approve the Minutes of the Special Meeting of October 27, 2012.

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

**Citizen Participation:** None

**Committee & Board Member Reports:**

Governance Committee: Minutes for the October 23, 2012 meeting were in the packet.

Facilities Committee: Minutes for the October 25 and November 7, 2012 meetings were in the packet.

Planning/PR Committees: Minutes for the November 5, 2012 meeting were in the packet.

Building Committee: Minutes for the November 6, 2012 meeting were in the packet.

**Approval of Financial Reports:** It was moved by Terri Reece and seconded by Don Peters to approve the Financial Report for FY 12/13 as of October 31, 2012.

**Voice Vote:** Aye- 7; Nay- 0; Absent- 1; Abstain- 0; **Motion Passed.**

**Approval of Disbursements:** It was moved by Chuck Ebann and seconded by Don Peters to approve the disbursements in the total amount of \$279,024.38 as follows:

	<u>Total</u>
Operating Fund	\$245,347.35
IMRF/FICA Funds	31,020.97
Construction & Repair Fund	622.90
Per Capita Grant Fund	2,033.16
<b>Grand Total:</b>	<hr/> \$279,024.38

**Roll Call:**

**Aye:** Chuck Ebann, John Engebretson, Alice Fellers, Carol Heisler, Don Peters, Terri Reece, William Weller

**Nay:** none

**Absent:** Eric Larsen

**Motion Passed.**

**Communications:** There were several communication items in the Board packet.

**Business:**

**A) Circulation Policy – Revised – Consideration & approval: It was moved by Chuck Ebann and seconded by Don Peters to approve the revised CLPL Circulation Policy that will serve as a replacement for the former Card Use and Circulation Policies.**

**Voice Vote:** Aye- 7; Nay- 0; Absent- 1; Abstain- 0; **Motion Passed.**

Eric Larsen arrived at 8:03 pm.

**B) Computer & Network Use Policy – Revised – Consideration & approval: It was moved by Chuck Ebann and seconded by Don Peters to approve the new Computer and Network Use Policy that will serve as a replacement for the former Internet Use and Wireless Internet Access Policies.**

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

**C) PLA Leadership Academy Application and Letter of Reference - approval: By consensus, the Board agreed to provide a letter of reference for the Library Director to apply for participation in the PLA Leadership Academy.**

**Staff Reports:**

Included in the Board packet were the CLPL Media Relations Report, the Library Director's Report for November 2012, and the Statistical Reports for October 2012.

**Adjournment:**

It was moved by Chuck Ebann and seconded by Don Peters to adjourn.

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

**Time: 8:10pm**

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William Weller, Secretary