

**Crystal Lake Public Library  
Board of Trustees**

Minutes Regular Meeting – November 16, 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 7:03 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:** Joe Huberty, Engberg Anderson Design Partnership

**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

**Board Development:** The Board signed thank you cards and inserted gift cards for the staff.

**Approval of Minutes:** It was moved by Eric Larsen and seconded by Brian Pappalardo to approve the Minutes of the Special Meeting of October 12, 2011.

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

**Approval of Minutes:** It was moved by Don Peters and seconded by Bob Cairone to approve the Minutes of the Strategic Planning Session of October 22, 2011.

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

**Citizen Participation:** None

**Committee & Board Member Reports:**

Planning & Public Relations Committees: Minutes for the October 11, 2011 and October 25, 2011 meetings were in the packet.

Facilities Committee: Minutes for the November 2, 2011 meeting were in the packet.

Crystal Lake Library Foundation: Brian Pappalardo reported tickets sales for the upcoming Clay Jenkinson event – 152 tickets sold for Friday night, 242 tickets sold for Saturday night. Over half of the tickets sold were purchased in the last week. CLPL will be holding a book signing with Clay on the afternoon of Friday, November 18, 2011. John Engebretson, Bob Cairone, and Carol Heisler volunteered to be greeters for the reception before Saturday night's show.

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

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

**Approval of Disbursements: It was moved by Eric Larsen and seconded by Brian Pappalardo to approve the disbursements in the total amount of \$283,597.72 as follows:**

<b>Operating Fund</b>	<b><u>Total</u></b>
	<b>\$253,903.86</b>
<b>IMRF/FICA Funds</b>	<b>28,852.44</b>
<b>Construction &amp; Repair Fund</b>	<b>124.58</b>
<b>Gift &amp; Memorial Funds</b>	<b>716.84</b>
<b>Grand Total:</b>	<b>\$283,597.72</b>

**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 were several communication items in the Board packet.

**Business:**

**A) Needs Assessment Project – final reports: It was moved by Bob Cairone and seconded by Don Peters to accept the two reports from Anders Dahlgren of Library Planning Associates, Inc. for the Library's permanent record.**

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

**B) Space needs considerations – Joe Huberty: Joe discussed some options for future space needs and answered questions from the Board.**

**C) Strategic Plan: After discussion, consensus was reached by the Board to add a sixth Strategic Direction – Visit a Comfortable Place. The Board also**

reached consensus on keeping the designations of the Strategic Plan Update sheet the same.

**Staff Reports:**

Included in the Board packet were CLPL Media Relations Report, the Library Director's Report for November 2011, and the Statistical Reports for October 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: 10:26pm**

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William Weller, Secretary