

**Crystal Lake Public Library
Board of Trustees**

Minutes Regular Meeting- November 17, 2010

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, Eric Larsen, Brian Pappalardo, Don Peters, Terri Reece, William Weller

Absent: none

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; Pam Miller, Head of Circulation Services; Cynthia Lopuszynski, Head of Adult Services

Board Development: Bob Cairone led a discussion on suggestions for content for a Library Board section of the Staff Intranet.

Approval of Minutes: It was moved by Bob Cairone and seconded by Don Peters to approve the Minutes of the Regular Meeting of October 20, 2010.

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

Citizen Participation: None

Committee & Board Member Reports:

Planning Committee: Minutes for the November 2, 2010 meeting were in the packet.

PR Committee: Minutes for the November 8, 2010 meeting were in the packet.

Finance Committee: Minutes for the November 3 and November 9, 2010 meetings were in the packet.

Friends of the Crystal Lake Library: Included in the Board packet was a contribution list from the Friends from 2000 to 2010.

Crystal Lake Library Foundation: Brian Pappalardo reported that ticket sales for the Clay Jenkinson event on November 20, 2010 have fallen behind last year's number. The Raue Center For The Arts is currently marketing for last minute ticket sales.

Approval of Financial Reports: It was moved by John Engebretson and seconded by Don Peters to approve the Financial Report for FY 10/11 as of October 31, 2010.

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

Approval of Disbursements: It was moved by Eric Larsen and seconded by Terri Reece to approve the disbursements in the total amount of \$279,503.27 as follows:

Operating Fund	\$74,297.79
	204,066.97
Construction & Repair Fund	124.58
Gift & Memorial Funds	471.47
Ames Fund	542.46
Grand Total:	\$279,503.27

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 communications in the Board packet.

Business:

- A) Needs Assessment Proposal: It was moved by Don Peters and seconded by Bob Cairone to approve entering into an agreement with Library Planning Associates to conduct a needs assessment for the Crystal Lake Public Library, beginning in the FY 2010/11 and continuing into FY 11/12 at a cost not to exceed \$30,500.

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.

B) FY 09/10 wrap up:

1. Audit: The Board received and reviewed the Audit for FY 09/10.
2. Resolution to transfer to Special Reserve Fund: It was moved by Eric Larsen and seconded by John Engebretson to approve Library Resolution No. 1011-9 – A Resolution Transferring Funds from the General Reserve Fund to the Special Reserve Fund.

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.

C) Investments

1. Policy - revised: **It was moved by Eric Larsen and seconded by Don Peters to approve Crystal Lake Public Library's Investment Policy as revised and recommended by the Finance Committee.**

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

2. Resolution to use a financial management company: **It was moved by Eric Larsen and seconded by Brian Pappalardo to approve Library Resolution No. 1011-10 – Resolution to Use the Services of PMA Financial Network, Inc. and PMA Securities, Inc., and to authorize the Library Board President and Treasurer, as well as other appropriate Library Trustees and Staff, to execute appropriate documents to set up needed accounts.**

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.

Staff Reports:

Included in the Board packet were a report on the Annual Giving Tree, the Library Director's report for November 2010, and the Statistical Reports for October 2010.

Adjournment:

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

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

Time: 8:44pm

Bob Cairone, Secretary

LIBRARY RESOLUTION NO. 1011-9

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

Whereas, during the FY 09/10 audit process it was determined that \$225,000 was incorrectly shown in the Special Reserve Fund instead of the General Reserve Fund, and

Whereas, it is the goal of the Board of Library Trustees of the City of Crystal Lake to maintain a General Reserve Fund of six months of operating expenses, and

Whereas it is also the goal the Board of Library Trustees of the City of Crystal Lake to allocate funds to the Special Reserve Fund for the purposes defined in the establishment of that Fund,

Now Therefore Be It Resolved by the Board of Library Trustees of the Crystal Lake Public Library that the sum of \$225,000 shall be transferred from the General Reserve Fund to the Library's Special Reserve Fund.

PASSED this 17th day of November, 2010, pursuant to a vote as follows:

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

NAYS: None

ABSENT: None

ATTEST:

Carol Heisler, President of the Board of Library Trustees
Crystal Lake Public Library

Robert Cairone, Secretary of the Board of Library Trustees
Crystal Lake Public Library

Board of Library Trustees of the City of Crystal Lake
LIBRARY RESOLUTION No. 1011-10

RESOLUTION TO USE THE SERVICES OF

PMA FINANCIAL NETWORK, INC. AND PMA SECURITIES, INC.

Whereas, the Crystal Lake Public Library Board deems it to be in the best interest of the Library for its Finance Committee to make use of, from time to time, investments which are legal under the applicable State statutes; and

Whereas, this Board deems it to be in the best economic and administrative interest of the Library for its Finance Committee to make use of, from time to time, PMA Financial Network, Inc. and PMA Securities, Inc. in securing such investments;

Now, Therefore Be It Resolved,

- That the Finance Committee shall make use of investments legal under the applicable State statutes approved in the Investment Policy, and
- That monies of the Library may be invested at the discretion of its Finance Committee or those acting on behalf of the Finance Committee through the intermediary (PMA Securities, Inc. and PMA Financial Network, Inc.), and
- That the Finance Committee may acquire guarantees for prompt return of invested and deposited monies; and
- That the Library may open a depository account and enter into wire transfer agreements, third party surety agreements, safekeeping agreements, collateral agreements and lockbox agreements with Harris N.A. and other institutions participating in PMA Programs for the purpose of transaction clearing and safekeeping or the purchase of insured certificates of deposit through PMA's Insured CD Program, and PMA Financial Network, Inc. and/or PMA Securities, Inc. are authorized to act on behalf of this entity as its agent with respect to such accounts and agreements, and
- That the Finance Committee, or those acting on behalf of the Finance Committee, may execute documents, financial planning contracts, financial advisory contracts and other applicable agreements, as necessary, with PMA Financial Network, Inc., PMA Securities, Inc.

Be it further Resolved,

- That signatures of both the Library Board’s Treasurer and one other “Authorized Person” shall be required
- That the Library Board’s Treasurer along with any other one of the following individuals, or their successors, currently holding the office or position are designated as an “Authorized Person” with full power and authority to effectuate the investment and withdrawal of monies, contracts and agreements on behalf of the Library:

Name Eric Larsen Signature _____
Treasurer

Name Carol Heisler Signature _____
President

Name John Engebretson Signature _____
Vice President

Name Bob Cairone Signature _____
Secretary

Name Kathryn I. Martens Signature _____
Library Director

- That, in addition to the above named, information about the Library’s accounts shall also be released to the Library’s Business Manager

PASSED this 17th day of November, 2010, pursuant to a vote as follows:

AYES: Cairone, Engebretson, Fellers, Heisler, Larsen, Pappalardo, Peters, Reece, Weller
NAYS: None
ABSENT: None

ATTEST:

Carol Heisler, President of the Board of Library Trustees
Crystal Lake Public Library

Robert Cairone, Secretary of the Board of Library Trustees
Crystal Lake Public Library