

**Crystal Lake Public Library
Board of Trustees**

Minutes Regular Meeting – December 14, 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, 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; Cynthia Lopuszynski, Head of Adult Services; Pam Miller, Head of Circulation Services; Lauren Rosenthal, Head of Youth Services; Julie Zukowski, Adult Services; Becky Cosner, Adult Services; Sue Riegler, Youth Services; Christine Ticknor, Youth Services

Board Development: The Gadget Group shared information on the CLPL Staff E-Reader Education Program.

Approval of Minutes: It was moved by Don Peters and seconded by Bob Cairone to approve the Minutes of the Regular Meeting of November 16, 2011.

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

Approval of Minutes: It was moved by Eric Larsen and seconded by Don Peters to approve the Minutes of the Special Meeting of December 7, 2011.

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

Citizen Participation: None

Committee & Board Member Reports:

Finance Committee: Minutes for the November 30, 2011 meeting were in the packet.

Planning/PR Committees: Minutes for the December 5, 2011 joint meeting were in the packet. The Committees recommended that the Planning Committee be changed from an Ad Hoc Committee to a Standing Committee. Since there was consensus on this, it was referred to the Governance Committee for a Bylaws revision.

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 November 30, 2011.

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

Approval of Disbursements: It was moved by Eric Larsen and seconded by Don Peters to approve the disbursements in the total amount of \$319,602.78 as follows:

	<u>Total</u>
Operating Fund	\$279,955.30
IMRF/FICA Funds	29,020.96
Construction & Repair Fund	124.58
Gift & Memorial Funds	449.94
Per Capita Grant Funds	10,052.00
Grand Total:	<hr/> \$319,602.78

Roll Call:

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

Nay: none

Absent: none

Motion Passed.

Communications: There were several communication items in the Board packet, including a letter from Brian Pappalardo resigning from the Board effective 11/29/11.

Business:

A) Appropriation Resolution for FY 12/13: It was moved by Don Peters and seconded by William Weller to approve Library Resolution No. 1112-10, "Annual Report, Budget Information, Determination of Amounts to be Levied for Library Purposes and Statement of Financial Requirements for Fiscal Year 2012-13."

Roll Call:

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

Nay: none

Absent: none

Motion Passed.

B) Strategic Plan update: It was moved by Don Peters and seconded by William Weller to approve the updated Crystal Lake Public Library's Strategic Plan for FY 11/12, FY 12/13, FY 13/14, & FY 14/15.

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

C) Proposals:

1. Site Development Study: **It was moved by Don Peters and seconded by William Weller to accept the proposal from Engberg Anderson Design Partnership for a Site Development Study to be paid for out of the Special Reserve Fund for a fee not to exceed \$30,000 and authorize the Board President to execute the document.**

Roll Call:

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

Nay: none

Absent: none

Motion Passed.

2. Library Construction Grant Application Assistance: **It was moved by Eric Larsen and seconded by Don Peters to authorize Engberg Anderson Design Partnership to assist in preparing an application to the Illinois State Library for a Library Construction Grant where the fee will be paid out of the Special Reserve Fund for a fee not to exceed \$6,000 and authorize the Board President to execute the document.**

Roll Call:

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

Nay: none

Absent: none

Motion Passed.

Staff Reports:

Included in the Board packet were CLPL Media Relations Report, the Library Director's Report for December 2011, and the Statistical Reports for November 2011.

Adjournment:

It was moved by Don Peters and seconded by William Weller to adjourn.

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

Time: 8:29pm

William Weller, Secretary