

**Crystal Lake Public Library  
Board of Trustees**

Minutes Regular Meeting – February 15, 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 7:01 pm in the Ames Meeting Room at the Library.

**Oath of Office:** Chuck Ebann took the Oath of Office as a new Board member.

**Roll Call:**

**Present:** Bob Cairone, Chuck Ebann, 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-Natter, Public Relations Coordinator; Cynthia Lopuszynski, Head of Adult Services; Lauren Rosenthal, Head of Youth Services

**Citizen Participation:** none

**Board Development:** Lauren Rosenthal shared details of the recent Institute of Electrical and Electronics Engineers (IEEE) Grant that was awarded to CLPL.

**Approval of Minutes:** It was moved by Don Peters and seconded by Carol Heisler to approve the Minutes of the Regular Meeting of January 18, 2012.

**Voice Vote:** Aye-6; Nay-0; Absent-0; Abstain-3; Motion Passed.

**Committee & Board Member Reports:**

Planning/PR Committees: Minutes for the January 31, 2012 joint 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 11/12 as of January 31, 2012.

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

**Approval of Disbursements:** It was moved by Don Peters and seconded by Eric Larsen to approve the disbursements in the total amount of \$309,098.77 as follows:

|                            | <u>Total</u>              |
|----------------------------|---------------------------|
| Operating Fund             | \$274,354.81              |
| IMRF/FICA Funds            | 29,679.80                 |
| Construction & Repair Fund | 124.58                    |
| Gift & Memorial Funds      | 1,111.78                  |
| Per Capita Grant Funds     | 3,827.80                  |
| Special Reserve Fund       | 0.00                      |
| <b>Grand Total:</b>        | <hr/> <b>\$309,098.77</b> |

**Roll Call:**

**Aye:** Bob Cairone, Chuck Ebann, 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.

**Business:**

A) Committee appointments – revised: The revised Board Committee assignments for FY 11/12 were included in the packet, removing Brian Pappalardo and adding Chuck Ebann.

B) Landscape maintenance contract – 2012: It was moved by Don Peters and seconded by Chuck Ebann to hire Tonkin Landscape, Inc. for the 2012 season for the amounts specified in the proposal.

**Roll Call:**

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

**Nay:** none

**Absent:** none

**Motion Passed.**

C) State Construction Grant: It was moved by Carol Heisler and seconded by Chuck Ebann to authorize the Library Director to spend up to \$5,000.00 for environmental assessments needed for the State Construction Grant application (out of the Special Reserve Fund).

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

**Staff Reports:**

Included in the Board packet were the Library Director's Report for February 2012, the Strategic Plan Tracking Chart, and the Statistical Reports for January 2012. Linda Price-Natter, Public Relations Coordinator, enlisted help of Board members for the CLPL booth at the Crystal Lake Home & Business EXPO.

**Adjournment:**

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

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

**Time: 8:00 pm**

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William Weller, Secretary