

Crystal Lake Public Library
Board of Trustees
Minutes Regular Meeting – May 15, 2013

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, Ron Eberle, John Engebretson, Alice Fellers, Carol Heisler, Eric Larsen (7:05pm), Don Peters, Terri Reece, William Weller

Absent: 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; Penny Ramirez, Head of Technical & Automation Services; Lauren Rosenthal, Head of Youth Services; Pam Miller, Head of Circulation Services

Citizen Participation: none

Board Development: Penny Ramirez walked the Board through downloading e-books and e-audio through our website.

Approval of Minutes: It was moved by Chuck Ebann and seconded by Don Peters to approve the Minutes of the Regular Meeting of April 17, 2013.

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

Committee & Board Member Reports:

Building Committee: The minutes of the April 10, 2013 and May 8, 2013 meetings were in the packet.

Facilities Committee: The minutes of the May 2, 2013 meeting were in the packet.

Personnel Committee: The minutes of the May 7, 2013 meeting were in the packet.

Approval of Financial Reports: It was moved by Don Peters and seconded by Terri Reece to approve the Financial Report for FY 12/13 as of April 30, 2013.

Voice Vote: Aye- 9; Nay- 0; Absent- 0; 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 \$328,627.09 as follows:

	<u>FY 12/13</u>	<u>FY 13/14</u>	<u>Total</u>
Operating Fund	254,381.45	12,937.13	\$267,318.58
IMRF/FICA Funds	29,505.94	0.00	29,505.94
Construction & Repair	0.00	3,880.96	3,880.96
Gift & Memorial Funds	1,285.87	2,232.13	3,518.00
Special Reserve Fund	5,140.00	1,152.00	6,292.00
Per Capita Funds	18,111.61	0.00	18,111.61
Grand Total:	308,424.87	20,202.22	328,627.09

Roll Call:

Aye: Chuck Ebann, Ron Eberle, John Engebretson, Alice Fellers, Carol Heisler, Eric Larsen, Don Peters, Terri Reece (recused herself from any disbursements to Heartland Cabinet Supply), William Weller

Nay: none

Absent: none

Motion Passed.

Communications: There was one communication item in the Board packet.

Business:

A) Committee Assignments - update: An updated list of Committee assignments was distributed, incorporating new Trustee, Ron Eberle.

B) Employee Recognition Resolution: **It was moved by Eric Larsen and seconded by Don Peters to approve Library Resolution No. 1314-1.**

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

C) Summer Reading Program Resolution: The Board reviewed the proposed Mayoral Proclamation and agreed to commit to this public relations activity.

D) Environmental Scan – Per Capita Grant requirement: The Board participated in a S.W.O.T. analysis as part of the Per Capita Grant application requirement.

E) Fundraising opportunities: The Board discussed fundraising opportunities presented by several local businesses. The consensus was to investigate and pursue any feasible options.

Staff Reports:

Included in the Board packet were the Library Director's report for May 2013, and the Statistical Reports for April 2013.

Executive Session: No Executive Session was necessary.

Adjournment:

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

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

Time: 8:41 pm

William Weller, Secretary