

**Crystal Lake Public Library**  
**Board of Trustees**  
Minutes Regular Meeting – May 16, 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 7:00 pm in the Ames Meeting Room at the Library.

Chuck Ebann served as Secretary Pro Tem until William Weller arrived.

**Roll Call:**

**Present:** Bob Cairone, Chuck Ebann, John Engebretson, Alice Fellers (arrived at 7:02 pm), Carol Heisler, Eric Larsen, Don Peters, Terri Reece, William Weller (arrived at 7:08 pm)

**Absent:** none

**Others:** Scott Roth, Peters & Associates; Bob Reed, Peters & Associates

**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; Pam Miller, Head of Circulation Services; Mary Van Sickle, Head of Technical & Automation Services; Giovanni Miranda, Assistant Automation Manager

**Citizen Participation:** none

**Board Development:** Karen Migaldi and Mary Van Sickle provided training for the Board on the new Intranet.

**Approval of Minutes:** It was moved by Chuck Ebann and seconded by Terri Reece to approve the Minutes of the Regular Meeting of April 18, 2012.

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

**Committee & Board Member Reports:**

Planning/PR Committees: Minutes for the April 25, 2012 and May 9, 2012 joint meetings were in the packet.

Facilities Committee: Minutes for the April 30, 2012 meeting were in the packet.

Personnel Committee: Minutes for the May 2, 2012 meeting were in the packet.

Automation Committee: Minutes for the May 3, 2012 meeting were in the packet.

**Approval of Financial Reports:** It was moved by Don Peters and seconded by Bob Cairone to approve the Financial Report for FY 11/12 as of April 30, 2012.

**Voice Vote:** Aye- 9; 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 \$250,388.95 as follows:

	<u>FY11/12</u>	<u>FY12/13</u>	<u>Total</u>
Operating Fund	\$171,084.02	\$37,407.50	\$208,491.52
IMRF/FICA Funds	15,187.68	0.00	15,187.68
Construction & Repair Fund	0.00	4,301.07	4,301.07
Gift & Memorial Funds	563.68	0.00	563.68
Special Reserve Fund	630.00	0.00	630.00
Per Capita Grant Funds	21,215.00	0.00	21,215.00
<b>Grand Total:</b>	<b>\$208,680.38</b>	<b>\$41,708.57</b>	<b>\$250,388.95</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 no communication items in the Board packet.

**Business:**

**A) Technology Assessment Report – Peters & Associates:** Bob Reed of Peters & Associates summarized the Technology Assessment Report and their recommendations.

**B) Building Committee:** The Board reviewed the charge and members of the Building Committee.

- C) Employee Recognition Resolution: **It was moved by Eric Larsen and seconded by Don Peters to approve Library Resolution No. 1213-1.**

**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.**

- D) Summer Reading Program Resolution: The Board reviewed the suggested Mayoral Proclamation.

- E) Communication Plan: **It was moved by William Weller and seconded by Terri Reece to approve the CLPL Communication Plan, dated May 2012, as presented and revised.**

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

**Staff Reports:**

Included in the Board packet were information on our Read, Write, and Win Partnership, the CLPL Media Relations Report, the Library Director's Report for May 2012, and the Statistical Reports for April 2012. Linda Price-Natter screened the new Library video for the Board.

**Adjournment:**

It was moved by Terri Reece and seconded by Alice Fellers to adjourn.

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

**Time:** 9:02 pm

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William Weller, Secretary