

**Crystal Lake Public Library
Board of Trustees**

Minutes Regular Meeting- May 19, 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 7:01 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

Absent: Brian Pappalardo, William Weller

Others:

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

Citizen Participation: None

Board Development: The Board discussed the closing of the North Suburban Library System and its implications for Crystal Lake Public Library.

Approval of Minutes: It was moved by Don Peters and seconded by Bob Cairone to approve the Minutes of the Regular Meeting of April 21, 2010.

Voice Vote: Aye-7; Nay-0; Absent-2; Abstain-0; Motion Passed.

Committee & Board Member Reports:

Personnel Committee: Minutes for the April 19, April 28, and May 12, 2010, meetings were in the packet.

PR Committee: Minutes for the May 5, 2010 meeting were in the packet.

Facilities Committee: Minutes for the May 11, 2010 meeting were in the packet.

Approval of Financial Reports: It was moved by Eric Larsen and seconded by John Engebretson to approve the Financial Report for FY 09/10 as of April 30, 2010.

Voice Vote: Aye- 7; Nay- 0; Absent- 2; Abstain- 0; **Motion Passed.**

Approval of Disbursements: It was moved by John Engebretson and seconded by Don Peters to approve the disbursements in the total amount of \$320,283.52 as follows:

	FY09/10	FY10/11	Total
Operating Fund	\$66,048.30	\$11,521.75	\$77,570.05
			235,046.22
Construction & Repair Fund	418.41	3,201.31	3,619.72
Gift & Memorial Fund	0.00	4,047.53	4,047.53
Ames Fund	0.00	0.00	0.00
Per Capita Fund	0.00	0.00	0.00
Grand Total:	\$66,466.71	\$18,770.59	\$320,283.52

Roll Call:

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

Absent: Brian Pappalardo, William Weller

Motion Passed.

Communications: Updates to Illinois Library Laws and Rules, in effect January 2010, were in the Board Member packets.

Business:

A) Working Cash Use authorization: It was moved by Don Peters and seconded by Bob Cairone to pass Library Resolution No. 1011-1 for the temporary transfer of funds from working cash to operating.

Voice Vote: Aye- 7; Nay- 0; Absent- 2; Abstain- 0; **Motion Passed.**

B)

1. **Employee Service Recognition:** It was moved by Eric Larsen and seconded by Don Peters to pass Library Resolution No. 1011-2 in honor of the employees who are celebrating anniversaries for years of service.

Voice Vote: Aye- 7; Nay- 0; Absent- 2; Abstain- 0; **Motion Passed.**

2. **Summer Reading Program:** The Board agreed to have members attend the June 1, 2010 meeting of the Crystal Lake

City Council to promote the Summer Reading Program with a Mayoral Proclamation.

C) FY 10/11 Salary Scale and Adjustments: It was moved by Don Peters and seconded by John Engebretson to approve the Proposed FY 10/11 Classifications and Pay Ranges that adjust for the change in minimum wage effective with the payroll including July 1, 2010.

Voice Vote: Aye- 7; Nay- 0; Absent- 2; Abstain- 0; Motion Passed.

It was moved by Don Peters and seconded by John Engebretson to approve a 1.5% COLA for staff in Grades 2-18 effective with the payroll including 7/1/2010.

Voice Vote: Aye- 7; Nay- 0; Absent- 2; Abstain- 0; Motion Passed.

It was moved by Don Peters and seconded by John Engebretson to approve, for FY 10/11 only, a “Stress Relief Benefit” of two days off with pay for those in grades 2-18, to be used within 12 months.

Voice Vote: Aye- 7; Nay- 0; Absent- 2; Abstain- 0; Motion Passed.

D) NSLS & Van Delivery Services: It was moved by Don Peters and seconded by Terri Reece to approve committing \$12,244.00 to retaining NSLS van delivery services through mid-September.

Voice Vote: Aye- 7; Nay- 0; Absent- 2; Abstain- 0; Motion Passed.

Staff Reports:

Included in the Board packet were Staff reports on patron comments, thank you notes, Read to the Dog Program, the Library Director’s report for May 2010, and the Statistical Reports for April 2010.

Adjournment:

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

Voice Vote: Aye- 7; Nay- 0; Absent- 2; Abstain- 0; Motion Passed.

Time: 8:45pm

Bob Cairone, Secretary

LIBRARY RESOLUTION No. 1011-1

**RESOLUTION FOR THE TEMPORARY TRANSFER OF FUNDS
FROM WORKING CASH TO OPERATING**

That the Crystal Lake Public Library Board of Trustees shall transfer up to \$50,000 from the working cash fund to the operating fund for use until the tax distributions are adequate to cover expenditures for FY 10-11.

It is further resolved that the working cash fund will be reimbursed from the operating fund at the next regular meeting of the Crystal Lake Public Library Board of Trustees held after income exceeds expenditures.

Date: _____

President
Crystal Lake Public Library
Board of Trustees

Attest:

Secretary
Crystal Lake Public Library
Board of Trustees

Resolution

WHEREAS, the Crystal Lake Public Library has many longtime and excellent employees, and

WHEREAS, the Board of Library Trustees of the City of Crystal Lake desires to show its appreciation to those employees, and

WHEREAS, June 4, 2010 is Employee Recognition Day.

NOW THEREFORE, be it resolved that the Board of Library Trustees passes the following resolution to be read by the President or other officer at the luncheon for the employees:

RESOLVED, the Board of Library Trustees of the City of Crystal Lake hereby extends its profound appreciation to the following employees who have long and well served the Library for their efforts and excellence in making the Crystal Lake Public Library a great library:

- | | |
|---------------------------|---|
| Twenty-five years: | Pamela L. Miller |
| Twenty years: | Kathryn I. Martens |
| Fifteen years: | Debra Casey, Cynthia L. Lopuszynski,
Mary Speicher |
| Ten years: | Rebecca Cosner, Ellen Linster
Marion Neiswander, Ronnie Purker |
| Five years: | Debbie Brown, Lisa Gates, Teresa Henning,
Marcia Tillman, Julie Zukowski |

DATE: _____

**President
Board of Library Trustees of the City of Crystal Lake**

ATTEST:

**Secretary
Board of Library Trustees of the City of Crystal Lake**