

Crystal Lake Public Library
Board of Trustees
Minutes Regular Meeting – June 20, 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.

Roll Call:

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

Absent: none

Others: Iris Bryan, Town Crier

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; Pamela Miller, Head of Circulation Services; Lauren Rosenthal, Head of Youth Services; Bonnie Jonelis, Adult Services Librarian

Citizen Participation: none

Board Development: Lauren Rosenthal and Bonnie Jonelis presented information on the 2012 Summer Reading Program.

Approval of Minutes: It was moved by Terri Reece and seconded by Chuck Ebann to approve the Minutes of the Regular Meeting of May 16, 2012.

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

Committee & Board Member Reports:

Planning/PR Committees: Minutes for the June 11, 2012 joint meeting were in the packet.

Personnel Committee: Minutes for the June 13, 2012 meeting were in the packet.

Automation Committee: Minutes for the June 13, 2012 meeting were in the packet.

Approval of Financial Reports: It was moved by Don Peters and seconded by Chuck Ebann to approve the Financial Report for FY 11/12 as of May 31, 2012.

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

Approval of Financial Reports: It was moved by Don Peters and seconded by Chuck Ebann to approve the Financial Report for FY 12/13 as of May 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 Carol Heisler to approve the disbursements in the total amount of \$264,382.20 as follows:

	<u>FY11/12</u>	<u>FY12/13</u>	<u>Total</u>
Operating Fund	\$16,065.33	\$212,756.61	\$228,821.94
IMRF/FICA Funds	1,511.68	29,211.86	30,723.54
Construction & Repair Fund	0.00	999.58	999.58
Gift & Memorial Funds	14.66	3,822.48	3,837.14
Special Reserve Fund	0.00	0.00	0.00
Per Capita Grant Funds	0.00	0.00	0.00
Grand Total:	\$17,591.67	\$246,790.53	\$264,382.20

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) Insurance package – renewal for 12/13: It was moved by Don Peters and seconded by Chuck Ebann to approve the insurance package renewal for FY 12/13 effective July 8, 2012, subject to the approval of the Finance Committee at their July 2, 2012 meeting.

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

- B) Nonresident fee – annual review: It was moved by Eric Larsen and seconded by Bob Cairone to opt IN on selling Nonresident Cards using the tax bill method for the period 7/1/12 – 6/30/13.**

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

- C) FY 12/13 Salary Ranges: It was moved by Terri Reece and seconded by Don Peters to approve the recommendations of the Personnel Committee as presented.**

Voice Vote: Aye- 8; Nay- 1; Absent- 0; Abstain- 0; Motion Passed.

- D) 17 McHenry Ave**

- 1. Lease: It was moved by Don Peters and seconded by Chuck Ebann to authorize the Library Board President to sign the lease for 17 McHenry Ave., covering the period 8/1/12 – 7/31/13, with Mr. and Mrs. John Miller at \$1,495.00/month.**

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

- 2. Property Management agreement: It was moved by Don Peters and seconded by Chuck Ebann to authorize the Library Board President to sign the Rental Property Management Contract with Re/Max of Barrington covering the period 7/16/12 – 7/16/13 for the property at 17 McHenry Ave.**

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

- E) Technology Improvements: It was moved by Bob Cairone and seconded by Don Peters to approve the recommendation from the Automation Committee and agree that up to \$25,000 of the Special Reserve Fund will be allocated to implement the proposed short-term priority recommendation in FY 12/13.**

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

- F) Building Expansion – Programming Phase**

- 1. Library Planning Associates: It was moved by Chuck Ebann and seconded by William Weller to approve the recommendation from the Building Committee for Library Planning Associates' proposal not to exceed \$32,000 to be paid from the Special Reserve Fund.**

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.

2. Engberg Anderson: **It was moved by Chuck Ebann and seconded by Terri Reece to approve the recommendation from the Building Committee for Engberg Anderson to provide Schematic Design work not to exceed \$300,000 to be paid from the Special Reserve Fund.**

Roll Call:

Aye: Bob Cairone, Chuck Ebann, John Engebretson, Carol Heisler, Don Peters, Terri Reece, William Weller

Nay: Alice Fellers, Eric Larsen

Absent: none

Motion Passed.

- G) Nominating Committee for FY 12/13 officers: The Nominating Committee was appointed by the Board President: Carol Heisler, chair; Don Peters. Elections will be at the July 18, 2012 meeting.

Staff Reports:

Included in the Board packet were Staff Reports on workshops made possible by the IEEE grant, CLPL providing space for a SHIP counselor, statistics on the 2012 Summer Reading Program, the CLPL Media Relations Report, the Library Director's Report for June 2012, and the Statistical Reports for May 2012.

Adjournment:

It was moved by Terri Reece and seconded by Chuck Ebann to adjourn.

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

Time: 8:58 pm

William Weller, Secretary