

Crystal Lake Public Library
Board of Trustees
Minutes Regular Meeting – July 18, 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: Terri Reece and Chuck Ebann took the Oath of Office as returning members of the Board.

Roll Call:

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

Absent: Carol Heisler, Eric Larsen

Others: Iris Bryan, Town Crier; Steve Brunner, Calendar Palace; Jim Wright, Crystal Lake Library Foundation

Staff Present: Kathryn I. Martens, Library Director; Karen Migaldi, Assistant Director; Debbie Brown, Recording Secretary/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

Citizen Participation: none

Board Development: BIG Ideas discussion facilitated by Joe Huberty, Architect.

Approval of Minutes: It was moved by Terri Reece and seconded by Chuck Ebann to approve the Minutes of the Regular Meeting of June 20, 2012.

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

Committee & Board Member Reports:

Building Committee: Minutes for the June 18, 2012 and July 3, 2012 meetings were in the packet.

Governance Committee: Minutes for the June 19, 2012 meeting were in the packet.

Finance Committee: Minutes for the July 2, 2012 meeting were in the packet.

Planning/PR Committee: Minutes for the July 9, 2012 meeting were in the packet.

Automation Committee: Minutes for the July 11, 2012 meeting were in the packet.

Approval of Financial Reports: It was moved by Don Peters and seconded by Terri Reece to approve the Final Financial Report for FY 11/12 as of June 30, 2012.

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

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 June 30, 2012.

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

Approval of Disbursements: It was moved by Don Peters and seconded by Chuck Ebann to approve the disbursements in the total amount of \$427,597.92 as follows:

Operating Fund	\$380,005.74
IMRF/FICA Fund	46,129.56
Construction & Repair Fund	860.58
Gift & Memorial Fund	602.04
Grand Total	\$427,597.92

Roll Call:

Aye: Bob Cairone, Chuck Ebann, John Engebretson, Alice Fellers, Don Peters, Terri Reece, William Weller

Nay: none

Absent: Carol Heisler, Eric Larsen

Motion Passed.

Communications: There were several communication items in the Board packet.

Business:

A) FY 11/12 Annual Reports:

1. IPLAR: It was moved by Chuck Ebann and seconded by Don Peters to approve FY 11/12 Annual Report to the IL State Library.

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

2. CLPL: The Board reviewed and discussed the FY 11/12 Annual Report.

B) FY 11/12 Operating Fund Balance allocation: It was moved by Chuck Ebann and seconded by Don Peters to approve Library Resolution No. 1213-2 – a Resolution Transferring Funds to the Special Reserve Fund.

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

C) CL Library Foundation Fundraising: It was moved by Chuck Ebann and seconded by Don Peters to approve that the Crystal Lake Library Foundation move forward with fundraising ideas to be conducted in the Library.

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

D) Agreement with Engberg Anderson: It was moved by Don Peters and seconded by Chuck Ebann to approve the Owner-Architect Agreement Replacement Building Schematic Design Services letter of agreement, dated July 9, 2012 with Engberg Anderson.

Roll Call:

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

Nay: Alice Fellers

Absent: Carol Heisler, Eric Larsen

Motion Passed.

1. John Engebretson requested a motion be moved to authorize the Library Board of Trustees President to sign the contract with Engberg Anderson: It was moved by Bill Weller and seconded by Don Peters to authorize the President to sign the agreement.

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

E) Collection Development Policy Revision: It was moved by Don Peters and seconded by Chuck Ebann to approve the revised Collection Development Policy.

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

F) Information Service Guidelines Policy Revision: It was moved by Don Peters and seconded by Chuck Ebann to approve the revised Information Service Guidelines Policy.

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

G) Technology Plan Revised: It was moved by Terri Reece and seconded by Don Peters to approve the revised Technology Plan.

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

H.1) Calendar – 2013 Library Board Meetings: It was moved by Alice Fellers and seconded by Don Peters to approve the 2013 meeting dates for the Crystal Lake Public Library Board of Trustees.

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

H.2) Calendar – 2013 Library closings: It was moved by Terri Reece and seconded by Chuck Ebann to approve the 2013 Scheduled Library Closings for the Crystal Lake Public Library.

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

I) Election of FY 12/13 Officers: It was moved by Don Peters and seconded by Chuck Ebann to close the nominations.

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

It was moved by Terri Reece and seconded by Don Peters to elect the following slate of officers:

President:	John Engebretson
Vice-President:	Terri Reece
Treasurer:	Alice Fellers
Secretary:	William Weller

Staff Reports:

Included in the Board packet were information on CLPL Media Relations, the Library Director's report for July 2012 and the Statistical Reports for June 2012.

Executive Session: It was moved by Bob Cairone and seconded by Don Peters to move into Executive Session: Section 2 of 5 ILCS 120/2: Paragraph (c)(1) relating to personnel; Paragraph (c)(21) relating to review of Executive Session minutes; and Section 2 of 5 ILCS 120/2.06 (c) relating to verbatim recordings of Executive Sessions at 9:01 pm.

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

It was moved by Don Peters and seconded by Chuck Ebann to move out of Executive Session at 10:07 pm.

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

It was moved by Don Peters and seconded by Chuck Ebann to approve the consensus decision reached in Executive Session concerning personnel.

Voice Vote: Aye-6; Nay-1; Absent-2; Abstain-0; Motion Passed.

Adjournment:

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

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

Time: 10:10 pm

William Weller, Secretary