

**Crystal Lake Public Library
Board of Trustees**

Minutes Regular Meeting – September 19, 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.

Roll Call:

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

Absent: Chuck Ebann

Others: Roger Ritzman, Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.; John Biggins, American City Bureau

Staff Present: Kathryn I. Martens, Library Director; Karen Migaldi, Assistant Director; Nan Goerlitz, Recording Secretary; Debbie Brown, Business Manager; Cynthia Lopuszynski, Head of Adult Services; Pam Miller, Head of Circulation Services; Lauren Rosenthal, Head of Youth Services

Board Development: Roger Ritzman, Attorney, answered legal questions from the Board.

Approval of Minutes: It was moved by Don Peters and seconded by Carol Heisler to approve the Minutes of the Regular Meeting of August 15, 2012.

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

Citizen Participation: none

Committee & Board Member Reports:

Planning/PR Committee: Minutes for the August 13, 2012 and September 10, 2012 joint meetings were in the packet.

Finance Committee: Minutes for the August 20, 2012 and September 6, 2012 meetings were in the packet.

Building Committee: Minutes for the September 4, 2012 meeting were in the packet.

Facilities Committee: Minutes for the September 5, 2012 meeting were in the packet.

Approval of Financial Reports: It was moved by Eric Larsen and seconded by Don Peters to approve the Financial Report for FY 12/13 as of August 31, 2012.

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

Approval of Disbursements: It was moved by Don Peters and seconded by William Weller to approve the disbursements in the total amount of \$299,780.98 as follows:

	<u>Total</u>
Operating Fund	\$252,840.02
IMRF/FICA Funds	30,052.96
Construction & Repair Fund	124.58
Gift & Memorial Funds	2,945.30
Special Reserve Fund	13,818.12
Grand Total:	<hr/> \$299,780.98

Roll Call:

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

Nay: none

Absent: Chuck Ebann

Motion Passed.

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

Business:

A) American City Bureau contract: It was moved by Alice Fellers and seconded by Terri Reece to enter into an agreement with American City Bureau to complete a Phase I Developmental Study for \$22,500 to be paid for with Special Reserve Funds.

Roll Call:

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

Nay: none

Absent: Chuck Ebann

Motion Passed.

B) HVAC Maintenance Contract: It was moved by Terri Reece and seconded by Don Peters to renew the Heating and Air Conditioning Service Agreement with Sherman Mechanical, Inc. for \$15,140.00 annually for the period 10/14/12-10/13/13.

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

- C) Janitorial Services Contract: It was moved by Don Peters and seconded by Terri Reece to approve the contract for Janitorial Services with U.S. Service Systems, Inc. for \$3369.70/month (\$40,436.40 annually) for the period covering 10/1/12-9/30/13.**

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

- D) Per Capita Grant application: It was moved by Eric Larsen and seconded by Don Peters to approve the FY2013 Per Capita Grant application and authorize the Library Director to submit the document.**

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

Staff Reports:

Included in the Board packet were the CLPL Media Relations report, the final 2012 Summer Reading Program statistics, Library Director's Report for September 2012 and the Statistical Reports for August 2012.

Adjournment:

It was moved by Don Peters and seconded by Terri Reece to adjourn.

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

Time: 8:38 pm

William Weller, Secretary