

**Crystal Lake Public Library
Board of Trustees**

Minutes Regular Meeting- January 27, 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 7:00 pm

Roll Call:

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

Absent: None

Others: None

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: Kathryn Martens reviewed resources available through the NSLS website.

Approval of Minutes: It was moved by Don Peters and seconded by Bob Cairone to approve the Minutes of the Regular Meeting of December 16, 2009.

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

Committee & Board Member Reports:

Governance Committee: Minutes for the January 12, 2010, meeting were in the packet.

PR Committee: Minutes for the January 6, 2010, meeting were in the packet.

Facilities Committee: Minutes for the January 23, 2010, meeting were in the packet.

Friends of Crystal Lake Library: Alice Fellers reported that preparation for the book sale is going well, and the site in Crystal Lake Plaza is a good choice.

Approval of Financial Reports: It was moved by John Engebretson and seconded by Don Peters to approve the Financial Report for FY 09/10 as of December 31, 2009.

Voice Vote: Aye- 9; Nay- 0; Absent- 0; 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 \$414,344.12 as follows:

Operating Fund	\$387,193.87
Construction & Repair Fund	\$124.58
Gift & Memorial Fund	\$ 65.88
Ames Fund	\$483.64
Per Capita Grant	<u>\$26,476.15</u>
Total:	\$414,344.12

Roll Call:

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

Absent: none

Motion Passed.

Communications: There were several communications in the Board Packet.

Business:

- A. **Library Community Foundation settlement:** Following discussion, **It was moved by Don Peters and seconded by Brian Pappalardo to authorize Board President and Secretary to execute the confidential “General Release Agreement” and forward the final settlement of \$1,440 to the Crystal Lake Library Foundation, when it is received.**

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

- B. **Social Software User Policy:** Following discussion, **It was moved by Brian Pappalardo and seconded by Don Peters to accept the Crystal Lake Public Library Social Software User Policy as amended by our Library’s Attorney.**

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

- C. **Hours of Operation Policy:** It was the consensus of the Board to maintain the current daily hours of operation and ten paid holidays for Library employees. Feedback was given to assist the Library Board's Governance Committee in drafting new guidelines for closings on days surrounding holidays, such as weekends.
- D. **Security System:** Following discussion, Kathryn Martens recommended installing the CCTV System and Alarm Panel per bid. **It was moved by John Engebretson and seconded by Don Peters to authorize the signing of documents needed to implement the CCTV System at \$25,392.00 and the Alarm Panel at \$851.00 with Sound Incorporated.**

Roll Call:

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

Absent: None

Motion Passed.

Staff Reports:

Included in the Board packets were Information from BBC Audiobooks America, Digital Downloads Statistics for December 2009, Giving Tree 2009 summary, and the Statistical Reports for December 2009.

Adjournment:

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

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

Time: 8:37 pm

Bob Cairone, Secretary