

**Crystal Lake Public Library
Board of Trustees**

Minutes Regular Meeting – September 16, 2009

Call to Order: The Regular Meeting of the Crystal Lake Public Library Board of Trustees was called to order by President Carol Heisler at 7:01pm.

Roll Call:

Present: Bob Cairone, John Engebretson, Alice Fellers, Carol Heisler, Eric Larsen, Brian Pappalardo (7:02pm), Don Peters

Absent: Terri Reece & William Weller

Others: none

Staff Present: Kathryn I. Martens, Library Director; Karen Migaldi, Assistant Director; Jessica Mihm, Recording Secretary; Linda Price, Public Relations Coordinator; Cynthia Lopuszynski, Head of Adult Services; Pam Miller, Head of Circulation Services; Mary Van Sickle, Head of Technical & Automation Services

Brian Pappalardo arrived at 7:02pm.

Board Development: Karen Migaldi, Assistant Director and Mary Van Sickle, Head of Technical and Automation Services reported on the new Crystal Lake Public Library website.

Approval of Minutes: It was moved by Bob Cairone and seconded by Don Peters to approve the Minutes of the Regular Meeting of August 19, 2009.

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

Citizen Participation: none

Committee & Board Member Reports:

Facilities Committee minutes from September 2, 2009 are on file.

Finance Committee minutes from September 9, 2009 are on file.

Brian Pappalardo reported on the CL Library Foundation's Christmas at Monticello program on November 21, 2009. So far, 190 tickets have been sold. Sponsor donations are up to \$9,000. The Clay Jenkinson Committee is still working on the details for the invitation-only reception.

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

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 \$243,143.38 as follows:

Operating Fund	\$240,422.28
Construction & Repair	1,829.58
Ames Fund	201.52
Per Capita Funds	<u>690.00</u>
Grand Total:	\$243,143.38

Roll Call:

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

Nays: none

Absent: Terri Reece & William Weller

Motion Passed.

Communications: There were several communications in the Board Packet.

Business:

- A. HVAC Maintenance Contract: It was moved by Don Peters and seconded by Alice Fellers to approve the Heating and Air Conditioning Service Agreement with Sherman Mechanical, Inc. for \$15,140.00 annually for the period 10/14/09-10/13/10 and authorize the Library Director to execute the document.**

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

- B. Janitorial Services Contract: It was moved by Don Peters and seconded by Bob Cairone to approve the contract for janitorial services with US Service Systems, Inc. for**

\$3,369.70/month (\$40,436.40 annually) for the period covering 10/1/09-9/30/10 and to authorize the Board President to execute the document.

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

C. FY08/09 Operating Fund Balance Allocation: The Board discussed the allocation of the funds from FY 08/09.

- 1. Resolution to transfer to General Reserve Fund: It was moved by Eric Larsen and seconded by Don Peters to approve Library Resolution 0910-6 for the transfer of funds to the General Reserve Fund (as attached).**

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

- 2. Resolution to transfer to Special Reserve Fund: It was moved by Eric Larsen and seconded by Don Peters to approve Library Resolution 0910-7 for the transfer of funds to the Special Reserve Fund (as attached).**

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

- 3. Resolution to pay debt: It was moved by Eric Larsen and seconded by Brian Pappalardo to approve Library Resolution 0910-8 to pay of the Project Shoehorn debt (as attached).**

Roll Call:

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

Nays: none

Absent: Terri Reece & William Weller

Motion Passed.

D. Library Fine Amnesty proposal: It was moved by Eric Larsen and seconded by John Engebretson to approve the Pay It Forward Fine Amnesty, November 1-15, 2009 to benefit the CL Food Pantry.

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

E. Per Capita Grant:

1. IL Library Laws & Rules: The Board reviewed and discussed the IL Library Laws and Rules as part of the requirements for the Per Capita Grant application.
2. Administrative Ready Reference: The Board reviewed and discussed the Administrative Ready Reference as part of the requirements for the Per Capita Grant application.
3. **Per Capita Grant Application: It was moved by Don Peters and seconded by Brian Pappalardo to approve the FY 2010 Per Capita Grant application with suggested changes and authorize the President, Secretary, and Library Director to sign the document.**

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

Staff Reports:

Included in the Board packets were the Library Director's Report for September 2009 and the Statistical Reports for August 2009.

Adjournment:

It was moved by John Engebretson and seconded by Don Peters to adjourn.

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

Time: 8:29pm

Bob Cairone, Secretary

LIBRARY RESOLUTION NO. 0910-6

**A RESOLUTION TRANSFERRING FUNDS TO THE GENERAL
RESERVE FUND**

Be it resolved by the Board of Library Trustees of the Crystal Lake Public Library that, of the unexpended balances of the proceeds received during FY08/09 from annual public library taxes (General Fund/Operating Fund), the sum of \$168,833.00 shall be transferred to the Library's General Reserve Fund.

PASSED this 16th day of September, 2009, pursuant to a vote as follows:

AYES: Cairone, Engebretson, Fellers, Heisler, Larsen, Pappalardo, Peters

NAYS: None

ABSENT: Reece, Weller

ATTEST:

Carol Heisler, President of the Board of Library Trustees
Crystal Lake Public Library

Robert Cairone, Secretary of the Board of Library Trustees
Crystal Lake Public Library

LIBRARY RESOLUTION NO. 0910-7

**A RESOLUTION TRANSFERRING FUNDS TO THE SPECIAL
RESERVE FUND**

Be it resolved by the Board of Library Trustees of the Crystal Lake Public Library that, of the unexpended balances of the proceeds received during FY08/09 from annual public library taxes (General Fund/Operating Fund), the sum of \$175,942.27 shall be transferred to the Library's Special Reserve Fund.

PASSED this 16th day of September, 2009, pursuant to a vote as follows:

AYES: Cairone, Engebretson, Fellers, Heisler, Larsen, Pappalardo, Peters

NAYS: None

ABSENT: Reece, Weller

ATTEST:

Carol Heisler, President of the Board of Library Trustees
Crystal Lake Public Library

Robert Cairone, Secretary of the Board of Library Trustees
Crystal Lake Public Library

LIBRARY RESOLUTION NO. 0910-8

**A RESOLUTION AUTHORIZING ADDITIONAL PAYMENT ON PROJECT SHOEHORN DEBT
TO HOME STATE BANK**

Be it resolved by the Board of Library Trustees of the Crystal Lake Public Library that, of the unexpended balances of the proceeds received during FY08/09 from annual public library taxes (General Fund/Operating Fund), the sum of \$250,000.00 shall be used towards payment on the outstanding debt of \$375,000 with Home State Bank used to fund Project Shoehorn; and

Be it Further Resolved that the Board approves a payment in the amount of \$376,453.12 to Home State Bank to complete payment of the debt for Project Shoehorn.

PASSED this 16th day of September, 2009, pursuant to a vote as follows:

AYES: Cairone, Engebretson, Fellers, Heisler, Larsen, Pappalardo, Peters

NAYS: None

ABSENT: Reece, Weller

ATTEST:

Carol Heisler, President of the Board of Library Trustees
Crystal Lake Public Library

Robert Cairone, Secretary of the Board of Library Trustees
Crystal Lake Public Library