

**Crystal Lake Public Library
Board of Trustees**

Minutes Regular Meeting – September 17, 2008

Call to Order: The Regular Meeting of the Crystal Lake Public Library Board of Trustees was called to order by Vice-President Brian Pappalardo at 7:00pm.

Roll Call:

Present: Bob Cairone, Carol Heisler, Eric Larsen, Brian Pappalardo, Don Peters, Barbara Walters

Absent: John Engebretson, Alice Fellers, and William Weller

Others: none

Staff Present: Kathryn I. Martens, Library Director; Karen Migaldi, Assistant Director; Jessica Mihm, Recording Secretary; Debbie Brown, Business Manager; Linda Price, Public Relations Coordinator; Pam Miller, Head of Circulation Services

Citizen Participation: none

Board Development: The Library Board of Trustees reviewed and discussed the Ethics Statement [5 ILCS 430] as part of the requirements for the Per Capita Grant application.

Approval of Minutes: It was moved by Don Peters and seconded by Carol Heisler to approve the Minutes of the Regular Meeting of August 20, 2008.

Voice Vote: Aye-5; Nay-0; Absent-3; Abstain-1; Motion Passed.

Committee & Board Member Reports:

Don Peters reported on the September 10, 2008 Facilities Committee meeting. The Committee had scheduled the meeting due to a high estimate for damper repair in the 1965 building. The reason for the high estimate would be the re-engineering of duct work and new controls being installed. After talking with Laura Anderson and Rich Bicknell from Sherman Mechanical, the Committee's recommendation for the damper problem will be discussed in Business Item X. B.

Brian Pappalardo reported that the CL Foundation now has approximately \$57,000, due to a donation of stock by Geneva Willen. Brian Pappalardo also reported that ticket sales are moving along for the Clay Jenkinson programs, on November 7th & 8th.

Bob Cairone reported on the Friends of the Crystal Lake Library meeting. The Mum sale is scheduled for Saturday, September 20, 2008. Bob Cairone also mentioned that the President of the Friends has a scheduling problem with the current meeting time. The Friends are possibly re-scheduling their meeting to accommodate his new schedule.

Approval of Financial Reports: It was moved by Brian Pappalardo and seconded by Don Peters to approve the Financial Report for FY 08/09 as of August 31, 2008.

Voice Vote: Aye-6; Nay-0; Absent-3; Motion Passed.

Approval of Disbursements: It was moved by Don Peters and seconded by Bob Cairone to approve the disbursements in the total amount of \$233,399.58 as follows:

Operating Fund	\$75,074.70
	150,368.90
Construction & Repair	167.03
Gift & Memorial Fund	60.88
Ames Fund	4,200.56
	815.33
Per Capita Funds	<u>2,712.18</u>
Grand Total:	\$233,399.58

Roll Call:

Aye: Bob Cairone, Carol Heisler, Eric Larsen, Brian Pappalardo, Don Peters, Barbara Walters

Nays: none

Absent: John Engebretson, Alice Fellers & William Weller

Motion Passed.

Communications:

There were no communications in the Board Packet.

Business:

A) Board of Library Trustees Bylaws – revised: It was moved by Bob Cairone and seconded by Carol Heisler to approve the revised Board Bylaws as presented.

Voice Vote: Aye- 6; Nay- 0; Absent-3; Motion Passed.

B) Renewal of HVAC Maintenance contract: It was moved by Don Peters and seconded by Eric Larsen to renew the Heating and Air Conditioning Services Agreement with Sherman Mechanical, Inc. for \$14,148.00 annually for the period of 10/14/08-10/13/09 and accept the addendum,

of \$992.00 to cover additional maintenance hours for the fresh air dampers in the 1965 building.

Voice Vote: Aye- 6; Nay- 0; Absent-3; Motion Passed.

- C) Janitorial Services contract: It was moved by Don Peters and seconded by Bob Cairone to hire U.S. Service Systems, Inc. for \$3,369.70/month (\$40,436.40 annually) for the period covering 10/1/08-9/30/09.**

Voice Vote: Aye- 6; Nay- 0; Absent-3; Motion Passed.

D) Bank Updates:

- 1. Safe Deposit Box Lease: It was moved by Eric Larsen and seconded by Don Peters to approve the attached Corporate Authorization Resolution provided by Home State Bank.**

Voice Vote: Aye- 6; Nay- 0; Absent-3; Motion Passed.

- 2. Collateral Security Agreement: It was moved by Don Peters and seconded by Barbara Walters to accept the Public Funds Depositor Collateral Security Agreement with Home State Bank, to authorize Brian Pappalardo, Vice-President of the Board to execute the agreement, and to authorize all Board Offices and the Library Director to update the Pledgee Signature Card.**

Voice Vote: Aye- 6; Nay- 0; Absent-3; Motion Passed.

- E) FY08/09 Per Capita Grant Application: It was moved by Barbara Walters and seconded by Don Peters to approve the FY 2009 Per Capita Grant application and authorize the President, Secretary, and Library Director to sign the document.**

Voice Vote: Aye- 6; Nay- 0; Absent-3; Motion Passed.

- F) Strategic Plan updating discussion: The Library Board and Library Director discussed future plans for the Strategic Plan. Tasks were identified that need to be moved to the 2009 list. Future building issues were addressed and the consensus was to add these items to the list. The Library Board members also reported that they felt like fewer, more specific initiatives would be a better approach to the Strategic Plan.**

Staff Reports:

Included in the Board packets were the Library Director's Report for September 2008 and the Statistical Reports for August 2008.

Adjournment:

It was moved by Don Peters and seconded by Carol Heisler to adjourn.

Voice Vote: Aye- 6; Nay- 0; Absent-3; Motion Passed.

Time: 8:13pm

Eric Larsen, Secretary