

**Crystal Lake Public Library
Board of Trustees**

Minutes Regular Meeting- September 15, 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 7:02 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

Absent: Brian Pappalardo, William Weller

Others:

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

Approval of Minutes: It was moved by Don Peters and seconded by Bob Cairone to approve the Minutes of the Regular Meeting of August 18, 2010.

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

Citizen Participation: None

Committee & Board Member Reports:

Facilities Committee: Minutes for the August 20 and August 25, 2010 meetings were in the packet. John Engebretson also shared the minutes from the September 9, 2010 meeting.

Planning Committee: Minutes for the September 7, 2010 meeting were in the packet.

PR Committee: Don Peters reported that the City of Crystal Lake installed the new "Top Ten Library" brag sign in the parkway at the Library. He also reminded Board members that each will be reporting on communication with their City Council member contacts at the October Board meeting.

Crystal Lake Library Foundation: Don Peters reported that the Foundation has \$94,000 in its Treasury, after a \$5,000 donation to the Library for the landscape architect to address deterioration in the emergency exit sidewalk and in landscape timbers. The Foundation has added a new Board member, Rich Naponelli. Don also reported that 177 households will receive invitations to the reception before the Clay Jenkinson event, and he handed out flyers for the event for each Board member to distribute.

Approval of Financial Reports: It was moved by Eric Larsen and seconded by Don Peters to approve the Financial Report for FY 10/11 as of August 31, 2010.

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

Approval of Disbursements: It was moved by John Engebretson and seconded by Terri Reece to approve the disbursements in the total amount of \$282,191.32 as follows:

Operating Fund	\$73,893.06
	205,592.15
Construction & Repair Fund	1,744.16
Gift & Memorial Funds	941.96
Ames Fund	19.99
Grand Total:	\$282,191.32

Roll Call:

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

Absent: Brian Pappalardo, William Weller

Motion Passed.

Communications: There were no communications in the Board packet.

Business:

A) HVAC Maintenance Contract: It was moved by John Engebretson 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 10/14/10-10/13/11.

Roll Call:

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

Absent: Brian Pappalardo, William Weller

Motion Passed.

- B) Janitorial Services Contract: It was moved by John Engebretson and seconded by Don Peters to provisionally approve the contract for janitorial services with U.S. Service Systems, Inc. for \$3,369.70/month (\$40,436.40 annually) for the period covering 10/1/10-9/30/11 and authorize the Board President to execute the document once the Facilities Committee has discussed a recent concern with the carpet cleaning.**

Roll Call:

Aye: John Engebretson, Alice Fellers, Carol Heisler, Eric Larsen, Don Peters, Terri Reece

Nay: Bob Cairone

Absent: Brian Pappalardo, William Weller

Motion Passed.

- C) Communications Plan revised: It was moved by Don Peters and seconded by Terri Reece to approve the August 2010 revision to the Crystal Lake Public Library Communication Plan as recommended by the PR Committee.**

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

D) Per Capita Grant

1. CLPL Board Bylaws: The Board reviewed the Bylaws with no revisions.
2. Serving Our Public 2.0: Standards for IL Public Libraries
 - a) Overall review: The Board reviewed and discussed the checklists completed by the Library Director.
 - b) Chapter 3 – Personnel – specific review: The Board reviewed and discussed the checklist specific to Chapter 3.
3. Going Green plan: The Board reviewed and discussed the response under #19 of the Per Capita Grant application.
4. Technology Plan – revised: **It was moved by Terri Reece and seconded Bob Cairone to approve the Crystal Lake Public Library Technology Plan, draft dated 3/12/10.**

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

5. FY10/11 Per Capita Grant application: **It was moved by John Engebretson and seconded by Don Peters to approve the FY2011 Per Capita Grant application and authorize the President, Secretary, and Library Director to sign the document.**

Staff Reports:

Included in the Board packet were the final 2010 Summer Reading Program statistics, the Library Director's report for September 2010, and the Statistical Reports for August 2010.

Adjournment:

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

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

Time: 8:20pm

Bob Cairone, Secretary