

**Crystal Lake Public Library  
Board of Trustees**

Minutes Regular Meeting – November 19, 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 7:03pm.

**Roll Call:**

**Present:** Bob Cairone, Alice Fellers, Carol Heisler, Eric Larsen, Brian Pappalardo, Don Peters, William Weller (7:34pm)

**Absent:** John Engebretson & Barbara Walters

**Others:** none

**Staff Present:** Kathryn I. Martens, Library 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:** Linda Price, Public Relations Coordinator presented a SWOT Report to the Library Board of Trustees. The SWOT Report was done in conjunction with the Community Survey to receive some additional input for the Communications Plan.

**Approval of Minutes:** It was moved by Don Peters and seconded by Bob Cairone to approve the Minutes of the Regular Meeting of October 15, 2008.

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

**Approval of Minutes:** It was moved by Bob Cairone and seconded by Don Peters to approve the Minutes of the Special Board Meeting of November 11, 2008.

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

**Committee & Board Member Reports:**

Carol Heisler reported on the Governance Committee Meeting on October 22, 2008. The Governance Committee discussed the Email Communication Policy and the Media Relations Policy.

Don Peters reported on the PR Committee Meetings on November 5, 2008 & November 11, 2008. The PR Committee discussed the 2008 Community Survey and the Communications Plan.

Brian Pappalardo reported on the CL Foundation's Clay Jenkinson Event. There were 494 attendees for the Friday performance and 396 attendees for the Saturday performance. Next year, the CL Foundation is planning on sponsoring the Clay Jenkinson programs closer to the Christmas Holiday with the program themes being, "Christmas at Monticello" and a "Teddy Bear Christmas".

Carol Heisler reported on the status of the Friends of Crystal Lake Library. They are in need of a Treasurer. If a Treasurer is not appointed, then the Friends cannot continue without a full group of officers.

President William Weller arrived at 7:34pm. Vice-President Brian Pappalardo turned the gavel over to the President.

**Approval of Financial Reports: It was moved by Eric Larsen and seconded by Don Peters to approve the Financial Report for FY 08/09 as of October 31, 2008.**

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

**Approval of Disbursements: It was moved by Don Peters and seconded by Alice Fellers to approve the disbursements in the total amount of \$409,956.04 as follows:**

Operating Fund	\$224,542.99
	172,787.03
Construction & Repair	340.00
Gift & Memorial Fund	202.67
Ames Fund	2,415.97
Per Capita Funds	9,667.38
Grand Total:	<u>\$409,956.04</u>

**Roll Call:**

**Aye: Bob Cairone, Alice Fellers, Carol Heisler, Eric Larsen, Brian Pappalardo, Don Peters, William Weller**

**Nays: none**

**Absent: John Engebretson & Barbara Walters**

**Motion Passed.**

**Communications:**

There were several communications in the Board Packet.

**Business:**

**A) Policies-**

- 1. Media Relations: It was moved by Carol Heisler and seconded by Don Peters to approve the Media Relations Policy as presented.**

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

2. **Board Email Communications:** It was moved by Carol Heisler and seconded by Bob Cairone to approve the Library Board of Trustees Email Communication Policy.

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

3. Circulation Policy revision: The Library Board of Trustees discussed adding a Senior Citizens Discount for Library Cards to the Circulation Policy. The consensus of the Board was favorable.

B) Communications Plan: The Library Board of Trustees discussed a draft of the Communications Plan.

**Staff Reports:**

Included in the Board packets were the Library Director's Report for November 2008, Fine Amnesty Report for November 1-15, 2008, and the Statistical Reports for October 2008.

**Adjournment:**

**It was moved by Don Peters and seconded by Brian Pappalardo to adjourn.**

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

**Time: 8:53pm**

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Eric Larsen, Secretary