

**Crystal Lake Public Library
Board of Trustees**

Minutes Regular Meeting – December 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 (7:05pm), John Engebretson, Alice Fellers, Carol Heisler, Eric Larsen, Brian Pappalardo, Don Peters

Absent: Barbara Walters & 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

Bob Cairone arrived at 7:05pm.

Board Development: Karen Migaldi, Assistant Director presented the CLPL Website Improvement Plan. As part of the presentation, Karen Migaldi reported on the improvement plan timeline, Library mission statement and service responses, topics of investigations, website committee taskforces, and website content ratings.

Approval of Minutes: It was moved by Don Peters and seconded by Bob Cairone to approve the Minutes of the Regular Meeting of November 19, 2008.

Voice Vote: Aye-6; Nay-0; Absent-2; Abstain-1; Motion Passed.

Approval of Minutes: It was moved by John Engebretson and seconded by Don Peters to approve the Minutes of the Special Board Meeting of December 3, 2008.

Voice Vote: Aye-6; Nay-0; Absent-2; Abstain-1; Motion Passed.

Committee & Board Member Reports:

Automation Committee minutes from November 22, 2008 are on file.

Finance Committee minutes from November 24, 2008 are on file.

Facilities Committee minutes from November 25, 2008 are on file.

Finance Committee minutes from December 4, 2008 are on file.

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 November 30, 2008.

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

Approval of Disbursements: It was moved by Don Peters and seconded by John Engebretson to approve the disbursements in the total amount of \$399,077.20 as follows:

Operating Fund	\$221,987.40
	174,845.79
Gift & Memorial Fund	249.10
Ames Fund	1,189.92
Per Capita Funds	<u>804.99</u>
Grand Total:	\$399,077.20

Roll Call:

Aye: Bob Cairone, John Engebretson, Alice Fellers, Carol Heisler, Eric Larsen, Brian Pappalardo, Don Peters
Nays: none
Absent: Barbara Walters & William Weller
Motion Passed.

Communications:

There were several communications in the Board Packet.

Business:

A) Barbara Walters leave: It was moved by Don Peters and seconded by Carol Heisler to approve a leave of absence for Barbara Walters through June 2009.

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

B) Technology Plan, 2008 revisions: It was moved by Eric Larsen and seconded by Don Peters to approve the CLPL Technology Plan for FY08/09, FY09/10, and FY10/11 as presented.

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

- C) **FY 07/08 Audit:** The Finance Committee received and reviewed the FY 07/08 Crystal Lake City Audit and passed it on to the Crystal Lake Library Board of Trustees.
- D) **FY 07/08 Fund Balance Disposition:** It was moved by John Engebretson and seconded by Don Peters to proceed with the allocation of \$282,917.77 in operating income fund as presented and approve resolutions, No. 0809-6 Transferring Funds to the Special Reserve Fund, No. 0809-7 Transferring Funds to the General Reserve Fund, No. 0809-8 Authorizing Use of Fund Balance for Personnel Study, and No.0809-9 Authorizing Additional Payment on Project Shoehorn debt to Home State Bank, and authorize the Vice President and Secretary to sign the above resolutions.

Roll Call:

Aye: Bob Cairone, John Engebretson, Alice Fellers, Carol Heisler, Eric Larsen, Brian Pappalardo, Don Peters
Nays: none
Absent: Barbara Walters & William Weller
Motion Passed.

E) Budget

1. **FY 08/09 Budget – revised:** It was moved by John Engebretson and seconded by Don Peters to approve the Revised FY08/09 Budget as presented.

Roll Call:

Aye: Bob Cairone, John Engebretson, Alice Fellers, Carol Heisler, Eric Larsen, Brian Pappalardo, Don Peters
Nays: none
Absent: Barbara Walters & William Weller
Motion Passed.

2. **FY09/10 Budget:** It was moved by John Engebretson and seconded by Don Peters to approve FY09/10 Budget as presented.

Roll Call:

Aye: Bob Cairone, John Engebretson, Alice Fellers, Carol Heisler, Eric Larsen, Brian Pappalardo, Don Peters
Nays: none
Absent: Barbara Walters & William Weller
Motion Passed.

3. **Appropriation Resolution for FY09/10:** It was moved by Don Peters and seconded by John Engebretson to approve the

Appropriation Resolution for FY09/10 as presented and authorize the Vice President and Secretary to sign the document.

Roll Call:

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

Nays: none

Absent: Barbara Walters & William Weller

Motion Passed.

Staff Reports:

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

Adjournment:

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

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

Time: 8:17pm

Eric Larsen, Secretary