

**Crystal Lake Public Library
Board of Trustees**

Minutes Special Meeting – December 2, 2009

Call to Order: President Carol Heisler called the Special Meeting of the Crystal Lake Public Library Board of Trustees to order at 7:00 pm.

Roll Call:

Present: Bob Cairone, John Engebretson, Alice Fellers, Carol Heisler, Eric Larsen, Brian Pappalardo, Don Peters, Terri Reece, William Weller (at 7:09 pm)

Absent: None

Staff Present: Kathryn I. Martens, Library Director; Karen Migaldi, Assistant Director; Linda Price, Public Relations Coordinator; Debbie Brown, Business Manager and Recording Secretary

Citizen Participation: none

Business:

FY10/11 Budget Discussions:

- A. EAV estimates & Library Levy FY11/12** - Kathryn Martens, Library Director, discussed the revised EAV number that Mark Nannini, Finance Director of the City of Crystal Lake, received from McHenry County on 10/29/09 (line 24b on the EAV History and Estimate for FY 10/11 Budget). The supplemental amount needed to fund IMRF/FICA was also discussed and is broken down as follows: IMRP \$288,221.00 and FICA \$185,581.00.
- B. Staff Recognition** – Kathryn Martens, Library Director, discussed the Staff Recognition Event. In the past, the money used to pay for the event came from interest earned on the Gift & Memorial Fund. Since the interest rates are way, way down and income from this source will no longer cover the expenses, it has been moved to an Operating expense.
- C. Salary Raises** – There were no increases in the salary line item for FY 10/11, however, Kathryn Martens, Library Director, informed the Library Board members that there will be a mandated increase in the minimum wage of 3% as of July 1, 2010. This increase will only affect the Pages. Per the recommendation of the Finance Committee, no other staff raises are being budgeted due to the very limited increase in FY10/11 income.
- D. Contingency Fund** –Line item was increased to cover the project 2% in uncollected tax revenues (up from prior years).
- E. Facility Needs List** – Only #1 priority items were included in budget.
- F. Crystal Lake Library Foundation** – Brian Pappalardo asked what items the Library was looking for the Crystal Lake Library Foundation to fund. John Engebretson, Chair of the Facilities Committee, gave a brief explanation on the need to replace the emergency exit walkways and the retaining walls outside the Beacon area.
- G. Capital Expenditures** – Bob Cairone commented that perhaps as the building aged, more money should be set aside for capital expenditures. There was some discussion on retaining the services of our Architect to develop a Capital Replacement Schedule.

- H. Personnel Policy** – When the policy is revised, the workweek definition will be changed from Monday through Sunday to Sunday through Saturday; this will make it easier to schedule in the 4 – 4.5 hours of work on Sundays that are now considered to be part of the normal workweek.
- I. Rental Property** – Alice Fellers inquired on the status of the tenants at 17 McHenry Ave. Kathryn Martens, Library Director, responded by saying that the tenants will be renting until the end of January 2010. She also mentioned that the tenant would like to sell a stacking washer and dryer to the Library.

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

Voice Vote: Aye-9; Nay-0; Absent-0; Motion Passed. Time: 7:35 pm

Bob Cairone, Secretary