

**Crystal Lake Public Library  
Board of Trustees**

Minutes Regular Meeting – May 20, 2009

**Call to Order:** The Regular Meeting of the Crystal Lake Public Library Board of Trustees was called to order by President William Weller at 7:02pm.

**Roll Call:**

**Present:** Bob Cairone (7:03pm), John Engebretson, Alice Fellers, Carol Heisler, Eric Larsen, Brian Pappalardo, William Weller

**Absent:** Don Peters and Barbara Walters

**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, Cynthia Lopuszynski, Head of Adult Services; Penny Ramirez, Assistant Head of Adult Services

Bob Cairone arrived at 7:03pm

**Citizen Participation:** none

**Board Development:** Cynthia Lopuszynski, Head of Adult Services and Penny Ramirez, Assistant Head of Adult Services, reported on Computer Classes offered at the Crystal Lake Public Library. The computer classes have changed as the Library has changed. Originally they were offered as a demo-style class or a watch only class, then they developed into a hands-on class with the LCD projector and a few laptop computers in the Ames Room, next the computer classes turned into a more interactive class with a quiet study room being converted into a mini computer lab with 8 computers, and finally after Shoehorn, the classes are more of a training session in the computer lab with 12 hands-on computers. Currently the computer classes are quite popular and there are about 7 per month. Microsoft Word, Excel, PowerPoint, file management, digital downloads, digital camera downloading, eBay and databases are the variety of classes offered.

**Approval of Minutes:** It was moved by John Engebretson and seconded by Brian Pappalardo to approve the Minutes of the Regular Meeting of April 15, 2009.

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

**Committee & Board Member Reports:**

PR Committee minutes from April 16, 2009 are on file.

Facilities Committee minutes from May 06, 2009 are on file.

PR Committee minutes from May 7, 2009 are on file.

Friends of the Crystal Lake Library report from May 18, 2009 is on file.

**Approval of Financial Reports:** It was moved by Eric Larsen and seconded by Brian Pappalardo to approve the Financial Report for FY 08/09 as of April 30, 2009.

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

**Approval of Disbursements:** It was moved by John Engebretson and seconded by Alice Fellers to approve the disbursements in the total amount of \$255,788.70 as follows:

	FY08/09	FY09/10	Total
Operating Fund	\$68,834.02	\$8,448.82	\$77,282.84
	163,127.67	10,555.07	173,682.74
Construction & Repair	0.00	3,103.92	3,103.92
Gift & Memorial Fund	119.20	0.00	119.20
		100.00	100.00
Per Capita Funds	1,500.00	0.00	1,500.00
<b>Grand Total:</b>	<b>\$233,580.89</b>	<b>\$22,207.81</b>	<b>\$255,788.70</b>

**Roll Call:**

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

**Nays:** none

**Absent:** Don Peters and Barbara Walters

**Motion Passed.**

**Communications:** There were several communications in the Board Packet.

**Business:**

a) **Personnel Policy revision:** It was moved by Bob Cairone and seconded by Carol Heisler to approve the revisions to Section IV.O and IV.P of the CLPL Personnel Policy to coincide with the Board's decision to make Sunday work hours part of the normal work week and to compensate according to the Fair Labor Standards Act. This policy change will become effective immediately.

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

b) **Public Relations:**

1. **Communications Plan:** It was moved by Eric Larsen and seconded by Bob Cairone to approve the CLPL Communications Plan as presented and revised.

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

2. **CLPL Brand:** It was moved by Carol Heisler and seconded by Alice Fellers to approve the CLPL Brand of learn, enjoy, explore.

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

- c) **Working Cash Use Authorization:** It was moved by John Engebretson and seconded by Brian Pappalardo to approve Resolution 0910-01 for the temporary transfer of funds from working cash to operating.

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

d) **Resolutions:**

1. **Employee Service Recognition:** It was moved by John Engebretson and seconded by Brain Pappalardo to approve Resolution 0910-2 for Employee Service recognition.

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

2. **Summer Reading Program:** The Library Board of Trustees agreed to attend the City Council Meeting on June 2, 2009 for a Mayoral Proclamation on the Summer Reading Program.
3. **Barbara Walters:** The Library Board of Trustees would like to develop a resolution in honor of Barbara Walters many years of service to the Crystal Lake Public Library. The Board agreed the Don Peters and John Engebretson will work on this resolution. Bill Weller also volunteered to help.

**Staff Reports:**

Included in the Board packets were the Read, Write & Win Program report, April 2009 NSLS Van Survey, CLPL Poetry Contest report, Library Director's Report for May 2009 and the Statistical Reports for April 2009.

**Adjournment:**

**It was moved by Eric Larsen and seconded by John Engebretson to adjourn.**

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

**Time: 8:43pm**

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Eric Larsen, Secretary