

**Crystal Lake Public Library
Board of Trustees**

Minutes Regular Meeting – August 20, 2008

Call to Order: The Regular Meeting of the Crystal Lake Public Library Board of Trustees was called to order by President William Weller at 7:01pm.

Roll Call:

Present: Bob Cairone, John Engebretson (at 8:15pm), Alice Fellers (at 7:30pm), Carol Heisler, Eric Larsen, Brian Pappalardo, Don Peters, William Weller

Absent: 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

Board Development: Kathryn I. Martens, Library Director reported on the progress of FY 08/09 initiatives in the Strategic Plan.

Alice Fellers arrived at 7:30pm.

Approval of Minutes: It was moved by Don Peters and seconded by Bob Cairone to approve the Minutes of the Regular Meeting of July 16, 2008.

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

Citizen Participation: none

Committee & Board Member Reports:

Carol Heisler reported on the August 6, 2008 Governance Committee meeting at which the Committee reviewed the Freedom of Info Act and the Board of Trustees Bylaws. Additionally, the Governance Committee recommends that the PR Committee be changed from ad hoc to a standing committee. All proposed revisions will be discussed under Business Item B.

Don Peters reported on the August 6, 2008 PR Committee meeting. The Committee reviewed the upcoming Public Opinion Survey. The survey will be mailed to random households throughout the 60014 and 60012 zip codes. The survey will take approximately 10 minutes to complete and is scheduled to be mailed on September 3rd.

Don Peters reported on the August 13, 2008 Facilities Committee meeting. Don Peters reported that 17 McHenry Ave is now rented for a full year at \$1,495.00 a month.

Carol Heisler reported on the Friends of the Crystal Lake Library. Carol Heisler is the new Library Board Liaison to the Friends. She reported that the Friends have a mum sale coming up on September 20th at 10am at the Library. The cost of the mums will be \$10/each or 3 for \$25. Carol Heisler also reported that the Friends are planning a book sale for next year on April 25 & 26, 2009.

Brian Pappalardo reported on the CL Library Foundation. The Photo Contest was completed and winners chosen. Several of the entries are on display by the elevator in the lower level lobby of the Library. Brian Pappalardo wanted to give a huge thanks to Bob Cairone for his time and effort on this project. Brian Pappalardo also reported on an idea by Darrel Gavle, President of the CL Foundation. Darrel Gavle has organized an effort which will enable people to make a donation to sponsor high school history students in District 155 to attend one of the Clay Jenkinson Events.

Approval of Financial Reports: It was moved by Don Peters and seconded by Alice Fellers to approve the Financial Report for FY 08/09 as of July 31, 2008.

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

Approval of Disbursements: It was moved by Bob Cairone and seconded by Carol Heisler to approve the disbursements in the total amount of \$387,994.79 as follows:

Operating Fund	\$78,586.64
	262,626.84*
Construction & Repair	3,267.27
Gift & Memorial Fund	162.57
	32,329.61*
Ames Fund	3,556.86
Per Capita Funds	7,465.00
Grand Total:	<u>\$387,994.79</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) Freedom of Information Policy - revisions: It was moved by Eric Larsen and seconded by Don Peters to approve revisions to the Freedom of Information Act Policy recommended by the Governance Committee.

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

B) Board of Library Trustees Bylaws – revisions: the Board Members reviewed and discussed the Bylaws and have agreed upon a few changes that need to be made. As stated in the Bylaws, the vote on these proposed changes will be held at the next Board Meeting on September 17, 2008.

John Engebretson arrived at 8:15pm.

C) Committee Appointments: the Board Committee assignments for FY08/09 were discussed.

D) State Standards Review: the Board Members reviewed, considered, and discussed the State Standards Review on Chapter IX – Facilities – Implications of Technology on Designing/Remodeling a Building.

E) Strategic Plan – annual update – discussion of 2008 Process: the Board Members discussed the process and timeline to use for Strategic and Technology Plan updating. It was agreed to discuss goals over the course of the next few regular meeting rather than b a special meeting this time around.

Staff Reports:

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

Adjournment:

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

Voice Vote: Aye- 8; Nay- 0; Absent-1; Motion Passed.

Time: 8:45pm

Eric Larsen, Secretary