

**Crystal Lake Public Library
Board of Trustees**

Minutes Regular Meeting – October 15, 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 7:02pm.

Roll Call:

Present: Bob Cairone, John Engebretson (at 7:37pm), Alice Fellers, Carol Heisler, Eric Larsen, Brian Pappalardo (at 7:14pm), 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; Pam Miller, Head of Circulation Services

Citizen Participation: none

Board Development: The Library Director demonstrated for the Library Board of Trustees the return on investment calculator on the NSLS website and the events registration of programs now on the Library website. The Library Board of Trustees also discussed the Hennen's American Public Library Ratings 2008 in which the Library ranked 10 out of 928 in the 25,000 population category.

Brian Pappalardo arrived at 7:14pm.

Approval of Minutes: It was moved by Don Peters and seconded by Brian Pappalardo to approve the Minutes of the Regular Meeting of September 17, 2008.

Voice Vote: Aye-5; Nay-0; Absent-2; Abstain-2; Motion Passed.

Committee & Board Member Reports:

Carol Heisler reported on the Personnel Committee Meeting from October 11, 2008. The Personnel Committee spent much time discussing the Employee Opinion Survey results. The Library Board of Trustees will be discussing the survey in Business Item X. E.

Brian Pappalardo reported that all the CL Foundation sponsors have sent their contributions for the Clay Jenkinson program. Brian Pappalardo also reported

that the Sponsor a Student program has received 11 \$40 donations which will allow District 155 high school students to see the Clay Jenkinson program.

Don Peters reported on the CL Community Center. He read an article published in the Northwest Herald and spoke about a conversation he had with Kirk Reimer the Director of the Crystal Lake Park District regarding the progress and the Library's involvement in the CL Community Center.

Don Peters also reported that the Facilities Committee met briefly to discuss the replacement of the weathered and worn tree/bush plaque memorials around the Library grounds.

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 September 30, 2008.

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

Approval of Disbursements: It was moved by Don Peters and seconded by Brian Pappalardo to approve the disbursements in the total amount of \$287,681.57 as follows:

Operating Fund	\$106,962.37
	174,359.22
Construction & Repair	3,959.24
Gift & Memorial Fund	266.43
Ames Fund	1,250.31
Per Capita Funds	884.00
Grand Total:	<u>\$287,681.57</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.

John Engebretson arrived at 7:37pm.

Communications:

There were several communications in the Board Packet.

Business:

A) Snow Removal contract: It was moved by Don Peters and seconded by Bob Cairone to accept the proposal from Tonkin Landscape, Inc. for the

2008/2009 season for the amounts specified in the proposal and authorize the Library Board President to sign the proposal.

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

B) Library Fine Amnesty proposal: It was moved by Bob Cairone and seconded by Don Peters to approve the proposal to waive fines in lieu of a donation of 50% of the fine value to CL Food Pantry and to designate the time length of the program to November 1-15, 2008.

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

C) Appropriation Resolution revision: It was moved by Don Peters and seconded by John Engebretson to approve Library Resolution No. 0809-5 (attached).

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

D) Circulation Policy revision: The Library Board of Trustees discussed the policy and suggested changes to make the policy more customer friendly.

E) Personnel Study:

1. Employee Opinion Survey: Kathryn I. Martens, Library Director reported on the results from the Employee Opinion Survey. The Library Board of Trustees then discussed the results of the survey.
2. HR Audit: The Library Board of Trustees reviewed the HR Audit and discussed its results.

Staff Reports:

Included in the Board packets were the Library Director's Report for October 2008, the Library Director's report on the 2008 Illinois Library Association Conference, a report on Lincoln's 200th birthday celebration, Voter Registration Report, and the Statistical Reports for September 2008.

Adjournment:

It was moved by Don Peters and seconded by Bob Cairone to adjourn.

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

Time: 9:30pm

Eric Larsen, Secretary