

CRETE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

NOVEMBER 13, 1990

AGENDA

1. Call to order
2. Bid opening
3. Minutes of the meeting of October 17, 1990
4. Correspondence
5. Bills for payment
6. Librarian's report
7. Financial report
8. Old Business
 - A. Building consultant
 - B. New property: sign
 - C. Library refurbishing: painting, shades, signs, etc.
 - D. Zoning hearing
 - E. Revisions to policy manual
9. New Business
 - A. Disposition of Koelling house
 - B. Avenues to excellence--FY 90-91
 - C. Trustee manual
 - D. Maid for You
 - E. SLS delivery service
 - F. Trustee election
10. Executive session to discuss real property
11. Adjournment

CRETE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING - NOVEMBER 13, 1990

The meeting was called to order at 4:30 P.M. by the President Frank Shepley in the lower level (basement) of the library building. In addition to Shepley, the following Trustees were present: Herb Schultz, Jim Adams, Sandra Klausman, Marian Engel, and Rose Marie Foley. Absent: Shirley Murray. Also present was Head Librarian Sharon Wsol.

There were no bids for the Koelling house.

The minutes of the meeting of October 17, 1990 were approved.

Correspondence consisted of a thank you note from the family of Betty Kil.

Sharon presented the bills for payment. She commented that the hefty legal bill of \$2950 was entirely related to our real estate dealings. We have over paid the lawyer's fees by \$700 and have been credited for that amount. Sandy moved and it was seconded that the bills be approved for payment. On a roll call all trustees voted Aye. Nays: None. Absent: Murray. MOTION CARRIED.

Whitney Scott of the Times Newspapers joined the meeting at 4:40 P.M.

Sharon reviewed the attached Librarian's report. She mentioned that the cleaning service "Maid For You" was going out of business. Sharon is investigating other cleaning companies.

Sandy presented the financial report as prepared by Wm. A. Lau, C.P.A. \$75,000 has been transferred from the checking account to IPTIP. The \$86 purchase made at the Art Fair from the Trustees Account will be reflected in next month's statement.

OLD BUSINESS

Building Consultant

Sharon has not received the draft back from Les Stoeffel.

New Property - Sign

Jim Adams has contacted Swanson Sign Co. and they will make a sign that should last at least three years. It will be 4 feet wide and 3 feet high and will say "Future Home - Crete Public Library." The cost will be \$130 plus posts. The sign should be up next week. Jim Adams moved and it was seconded that the library use the address of 1177 Main Street as the official address for the new library. All trustees voted aye. Nays: None. Absent: Murray. MOTION CARRIED.

Library Refurbishing

Sharon has been in touch with a representative from "Oops We Goofed" and is waiting for a bid. A painter has been in touch with Sharon and will be meeting with her next week to discuss the decorating.

Zoning Hearing

Frank and Sharon were present at the Village Board meeting on November 12 and the new property was approved for zoning R-2. (The zoning passed with 1 dissenting vote.)

Revisions to policy manual

Sharon reviewed the attached revisions. Sandy moved that Sections 100, 200, and 300 be adopted. The motion was seconded. All trustess voted Aye. Nays: None. Absent: Murray. MOTION CARRIED.

After discussion, Rose Marie moved and it was seconded that Sections 400 and 500 be adopted. (The librarian is working on a disaster plan mentioned in section 500 e.) All Trustees present voted Aye. Nays: None. Absent: Murray. MOTION CARRIED.

Herb moved and it was seconded that Sections 600 and 700 be adopted. All Trustees present voted Aye. Nays: None. Absent: Murray. MOTION CARRIED

NEW BUSINESS

Disposition of Koelling house

It is not feasible to burn the house down. Jim will contact the company that tore down the village hall to get an estimate from them. The work should include the filling in of the basement.

Avenue to Excellence - FY 90-91

Sharon reviewed the attached material for FY 89-90 and FY 90-91 in regard to Avenues to Excellence. We are on schedule with the work planned for the present fiscal year.

Trustee Manual

Attached is a table of contents for a Trustee Orientation Packet. Sharon would like to know if there is anything additional that needs to be added. Trustees should notify her before the next meeting of any suggestions for the packet.

SLS Delivery Service

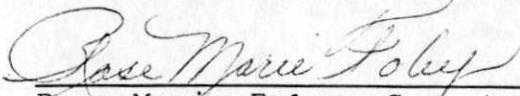
SLS has been examing their delivery service to the libraries in an attempt to see that each library gets at least two days direct service. Beginning January 1 for the next 18 months, the Crete Library will be receiving direct servide for five days rather than four.

Trustee Election

Jim, Shirley, and Frank are up for election. There will be a newspaper announcement and packets will be available in the library. Filing dates are in January. Present trustess up for election will get packets.

At 5:33, Jim Adams moved that the board go into executive session to discuss real property. All trustees voted Aye. Nays: None. Absent: Murray. MOTION CARRIED.

The board came out of executive session at 5:55 and the meeting adjourned.



Rose Marie Foley, Secretary