

CRETE PUBLIC LIBRARY BOARD OF TRUSTEES

January 16, 1991

AGENDA

1. Call to order
2. Minutes of the meeting of December 19, 1990
3. Correspondence
4. Bills for payment
5. Librarian's report
6. Financial report
7. Old Business
 - A. Building consultant
 - B. New property: Sign
 - C. Disposition of Koelling house
 - D. Library refurbishing: Blinds, painting, carpeting
 - E. Food for fines
 - F. April election--ballot position
 - G. February meeting
 - H. *Payment for computer terminal in Youth Services*
8. New Business
 - A. Illinois Author Day contribution
 - B. Construction grant deadline
 - C. Night of a Thousand Stars
 - D. Street light
9. Executive session to discuss real property
10. Adjournment

CRETE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING - JANUARY 16, 1991

The meeting was called to order at 4:32 P.M. by acting President Herb Schultz in the board room of the library building. In addition to Schultz, the following Trustees were present: Jim Adams, Sandra Klausman, Shirley Murray, and Rose Marie Foley. Absent: Frank Shepley, Marian Engel. Also present: Head Librarian Sharon Wsol and Whitney Scott from the Times Newspapers.

The minutes of the meeting of December 19, 1990 were approved.

Correspondence consisted of the following: A letter from Amy Timmerman and Francis Sheehan thanking the board for allowing them to remove the player piano from the Koelling property. Also included with the letter was a check in the amount of \$50. (It was decided to deposit this amount in the Trustees Account.) A note from Tina Wilcox of the Crete Pantry thanking the Library for the donation of food. A letter from Village Administrator Don Eibling giving the Library permission to erect for one year, a sign on the Koelling property. (Copy attached.)

Sharon expressed the thanks of the library staff for the Christmas luncheon. At 4:42, Marian Engel joined the meeting.

Sharon presented the bills for payment. Added to the list of bills was a fee owed to Molly Maid which will be paid each month. The present \$225 covers two weekly services plus initial first cleaning. (Fee will amount to \$75 per week.) Sandy moved and it was seconded that the bills be approved for payment. On a roll call all trustees voted Aye. Nays: None. Absent: Shepley. MOTION CARRIED.

Sharon reviewed the attached librarian's report. The Library Newsletter is also attached. The newsletter bulk mail will go out in a few days.

Sandy presented the financial report as prepared by Wm. A. Lau, C.P.A.

OLD BUSINESS

Building Consultant

Les Stoeffel has completed the second draft and each department has received the report for their area and the general area. Department heads have reviewed the report with Sharon. The written report from the staff will be done this week and further reviewed. Sharon will find out from Stoeffel when the report will be done and ready for board review.

New Property: Sign

Swanson Sign Company is painting the sign for the Koelling property. Jim Adams indicated that he will oversee the installation of the sign on the property.

Disposition of Koelling House

We are waiting to hear from the Fire Department when they will do burn.

Library Refurbishing:

Carpeting: Floor Fashion of Chicago Heights has measured and the cost will be a little over \$400. It was recommended that the vinyl floor be removed and Sharon needs to discuss this with Fink. It will cost \$67 to remove the flooring. As soon as the painting is completed, the carpeting

will be installed.

Painting: Mike Ham feels he can do the job in one day. He is planning to do the work the first Sunday in February. In order to get better quality paint, there will be an additional cost of \$24.

Blinds: Metal mini-blinds have been ordered. Tech services and adult services window covers have not been ordered since we will need another vendor.

Food for fines

Three large boxes of food stuffs were collected. Since the Pantry seemed to have an excess of contributions, we might consider doing this project at another time of the year.

April Election - ballot position

Three candidates have filed so far (Adams, Murray, Shepley)--all at 9 a.m. on January 14th. It was decided that the names will be placed on the ballot alphabetically.

February Meeting

Three trustees will be out of town for the February meeting, with the possibility of a fourth member being gone. Marian moved and it was seconded that the February Library Board of Trustees Meeting be cancelled. On a roll call, all present voted Aye. Nays: None.

Absent: Shepley. MOTION CARRIED.

Sandy moved and it was seconded that Sharon be authorized to pay all regularly occurring bills. On a Roll call, all trustees voted Aye.

Nays: None. Absent: Shepley. MOTION CARRIED.

Payment for Computer Terminal in Youth Services

Terminal and Port cost \$9800. Jim Adams moved and it was seconded that we pay all expenses related to the computer in youth services out of the computer services budgeted account. On a roll call, all trustees voted Aye. Nays: None. Absent: Shepley. MOTION CARRIED.

New Business

Illinois Author Day Contribution

The Fifth Annual Illinois Authors Day will take place March 9, 1991 at the Calumet City Public Library. Last year, the Crete Library gave \$50 to support the day. Marian moved and it was seconded that the Library give \$50 in support of Illinois Authors Day. On a roll call, all Trustees voted Aye. Nays: None. Absent: Shepley. MOTION CARRIED.

Construction Grant Deadline

Letter of intent is due February 15. Final application due in April. Sharon felt we were not ready to submit grant as yet.

Night of a Thousand Stars

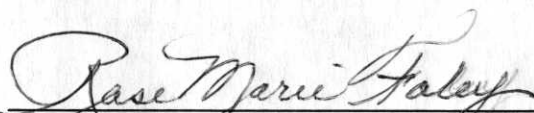
This is a program to have celebrities (local) to appear at local library the middle of April to publicize reading and literacy for National Library Week.

Street Light

A staff member has expressed to Sharon the need for a street light across

from the library. It was decided that Sharon could contact the Park District and discuss with them the possibility of them leaving on the tennis court lights until 9 P.M. during the winter. Jim Adams will check with the village (Hameister) to see what the reaction would be to an installation of a street light. Sharon will wait to hear from him before contacting the Park District.

At 5:45 P.M., Jim moved and it was seconded that the Board go into executive session to discuss real property. All present voted Aye. Nays: None. Absent: Shepley. MOTION CARRIED.
The meeting adjourned at 6:02 P.M. immediately after coming out of executive session.



Rose Marie Foley, Secretary