

CRETE PUBLIC LIBRARY BOARD OF TRUSTEES
May 15, 1991

AGENDA

1. Call to order
2. Minutes of the meeting of April 17, 1991 4/24
3. Correspondence
4. Bills for payment
5. Librarian's report
6. Financial report
7. Old Business
 - A. Report on disposition of Koelling house
 - B. ILA Conference report
 - C. report on TIF public hearing
 - D. Update on Memorial Day Parade entry
 - E. Friends Book Sale, May 25
8. New Business
 - A. Process to hire an architect
 - B. Review of Administrative Librarian
9. Executive session to discuss real property
10. Adjournment

CRETE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING - MAY 15, 1991

The meeting was called to order by President Rose Marie Foley at 4:30 p.m. in the board room of the library building. In addition to Foley, Trustees Adams, Klausman, Shepley, Schultz, and Murray were present. Absent: Engel who had telephoned to state she would be late. Also in attendance were Head Librarian, Sharon Wsol, and Times reporter, Whitney Scott.

The minutes from the meetings on April 17th and 24th were approved.

No correspondence was presented.

The bills were reviewed by Sharon. Sandy moved that the bills be paid. The motion was seconded and on roll call all members present voted aye. Absent: Engel. Motion Carried.

Visitor Bob Kester joined the meeting at 4:35 and requested that he be given time to speak.

Sharon reviewed the attached Librarians' Reports

Sharon explained the financial report. A paper adjustment has been made in the computer fund and custodial services.

Old Business

Koelling House

The house is scheduled to be burned down during the first week in June.

ILA Conference Report

Trustees Adams, Foley, Schultz, and Murray attended the Saturday meetings. All agreed with Jim who praised the program Trustee Roles and Responsibilities presented by Betty J. Simpson. RoseMarie said that one of her suggestions was that the library have a notary public on the staff. Sharon will check into the requirements.

TIF Public Hearing

Rose Marie and Shirley attended the meeting which was just a review of information.

Memorial Day Parade

Sharon gave permission for the use of the cow named Alexandra in the parade on Monday, May 27. Alexandra will ride with Sharon, Herb, Rose Marie and Shirley in Judy Curran's green convertible. The slogan Get in the Reading Moo-ood will be used.

Friends Book Sale

The sale will be in front of Seehausens' on May 25. Raffle tickets will be sold for a number of gifts donated by local merchants.

Crete Public Library District Board of Trustees Meeting - May 15, 1991

New Business

Process to Hire and Architect

Sharon spoke to lawyer, Ken Friker and SSL advisor Beth Mueller about the board's next step in preparation for hiring a building architect. She distributed copies of a paper entitled "Procedures for Hiring an Architect." (attached.) Legal Notice of the board's intent to hire an architect must be published in a daily newspaper according to the statutory requirement time frame which is no less than 20 and nor more than 30 days following the board action to proceed.

The legal notice will be published in The Times with a deadline of June 13. Sharon will send a form letter to architects who have approached the library expressing interest in the job. The letter, attached, contains the basic requirements for applying for the position. This same information will be incorporated in the news release.

President Foley appointed the board of trustees to be a committee of the whole for the purpose of interviewing and selecting an architect. The board approved the letter and praised Sharon on its' content and clarity. Marian Engel joined the meeting at 5:10.

Review of the Administrative Librarian form

Rose Marie passed out evaluation forms reviewing the administrative librarian and asked board members to have them completed and returned to her one week before the June 19th board meeting.

Visitor Comments

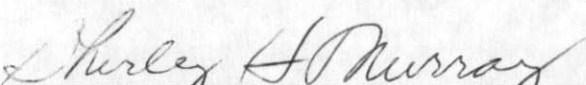
Bob Kester appeared before the board to make an appeal that the new library building have a nature learning center incorporating the back of the property into the design. He presented information from Irons Oaks and Illinois Acres for Wildlife, (filed.)

The trustees expressed thanks for his interest. At this point no commitment was given.

Herb moved, and it was seconded that the board go into executive session to discuss real property. Motion Carried.

Upon returning to regular session, Sharon was reminded to check re: the holding of personnel files.

Meeting adjourned at 6:21 p.m.



Shirley H. Murray, Secretary