

CRETE PUBLIC LIBRARY BOARD OF TRUSTEES
June 19, 1991

AGENDA

1. Call to order
2. Minutes of the meeting of May 15, 1991
3. Correspondence
4. Bills for payment
5. Librarian's report
6. Financial report
7. Old Business
 - A. Report on disposition of Koelling house
 - B. Process for selection of an Architect
 1. time frame (including committee meetings)
 2. selection process
 - C. Place on agenda for visitors
 - D. Notary Public
8. New Business
 - A. Building and maintenance levy
 - B. Salary increase for staff
 - C. Date of July meeting
 - D. Designation of depositories
 - E. Memorial fund expenditure
 - F. Grass cutting--1191 Main Street
9. Executive session to discuss real property and personnel
10. Adjournment

President, Rose Marie Foley opened the meeting in the board room of the library at 4:35 p.m. In addition to Foley, Jim Adams, Marian Engel, Herb Schultz, Frank Shepley, and Shirley Murray were present. Administrative Librarian, Sharon Wsol was also present. Trustee Sandra Klausman was absent due to illness.

An ammended agenda was distributed.

The minutes were approved when typo corrections were made.

There was no correspondence.

Sharon reviewed the bills for payment. Following a motion by Herb Schultz, and a second to approve payment of the bills, a roll call vote was taken. All members voted AYE. Absent: Klausman. Motion carried.

Sharon reviewed the Librarians' Reports.* Additional information: 240 are registered so far for the student reading program, there were 24 people at the poetry reading in the park, and Bud Engel is the first recipient of a coffee mug in the adult reading program.

The financial report was reviewed by Treasurer, Jim Adams. The balance looks good. Sharon plans to spend money for a coin box at the copier and for a terminal at the reference desk before the year end.

Old Business

Report on disposition of Koelling house: The house is demolished and the hole is filled for a cost of \$4,800.

Process for selection of an architect: Sharon announced that 14 architectural firms have applied to design the new library. A Tentative Time Frame for Architect Selection and Criteria for Evaluation of Architects were distributed, reviewed and approved as guidelines. All information is attached. Sharon also distributed 4 packets from architects. The other 10 packets are in her office. Trustees will go there to study them.

Place on agenda for visitors: In the future the board agenda will contain a place for the public to speak just before Old Business. Trustees feel that the board should be flexible since meetings are becoming more topical.

Notary Public: Sharon has sent to the state for the necessary forms to appoint a Notary Public. The board agreed that Carol Bruns would be a good candidate for this position. The cost for implementation should not exceed \$50.

New Business

Building & Maintenance Levy: The secretary read Resolution 1991-1, RESOLUTION BY THE BOARD OF THE CRETE PUBLIC LIBRARY DISTRICT, WILL COUNTY, ILLINOIS TO LEVY AN ADDITIONAL TAX. Following the reading a roll call vote was taken: Voting AYE were trustees Adams, Engel, Schultz, Shepley, Murray, and Foley. NAYES: None, ABSENT: Klausman. Resolution carried.

Salary increase for staff: Following discussion, Herb moved and it was seconded that the second stage of the salary increase for library staff be expedited. On roll call all Trustees present voted AYE. Absent: Klausman. Motion Carried. Sharon stated that the finance committee will propose a 4% salary increase for the next budget.

Date of July meeting : In order to keep in the time frame for architect hiring and presentation of the budget Frank moved that the regular library board meeting will be held on July 9, 1991 at 4:30 p.m. and that the committee of the whole meet on July 24 at 2:00 p.m. The motion was seconded and carried.

Designation of depositories: In order to complete the application for a Treasurer's bond, Marian moved that ITIP and American National Bank be designated as the library's major depositories for funds. Motion seconded and carried.

Memorial fund expenditure: Following a request from Sharon, Jim moved that a book on Tiffany lamps and glassware that costs \$200. be purchased from the Memorial Fund. On roll call all members present voted AYE. Absent: Klausman. Motion Carried.

Grass cutting -- 1191 Main Street. Frank Shepley contacted Sharon to express concern that the library property on Main St. be properly maintained to avoid criticism. Jim Adams will investigate to see if he can get a better price than \$70 which was the cost incurred at last cutting.

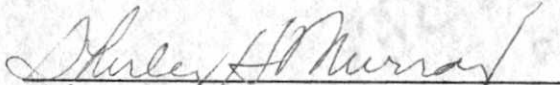
Herb moved and it was seconded that the board enter executive session to discuss real property and personnel.

Upon return to regular session at 6:15 p.m., Jim Adams moved that we give the Administrative Librarian a 10% salary increase in fiscal year 1991-'92. On roll call the vote was unanimous in favor of the motion. Absent: Klausman. Motion Carried.

At 6:25 Frank Shepley moved that the board return to executive session to discuss personnel. Motion seconded and carried. Absent: Klausman.

Following return to regular session at 6:35 p.m., the board asked Sharon to contact Ron Davis and grant him permission to sift through the remains at the library property on Main St. She is to ask Mr. Davis to share his findings with the library board so a decision can be made as to their disposal.

Meeting adjourned at 6:38 p.m.



Shirley H. Murray, Secretary