

CRETE PUBLIC LIBRARY BOARD OF TRUSTEES
June 17, 1992

REVISED AGENDA

1. Call to order
2. Report on the Summer reading program
3. Minutes of the regular board meeting of May 20, 1992
4. Correspondence
5. Bills for payment
6. Librarian's report
7. Committee reports: Finance Committee
8. Financial report
9. Visitors speak
10. Old Business
 - A. Selection of new board member
 - B. Reports from Jim and Herb on contacts with letter writers
 - C. Update on IDFA workshop
 - D. Change in July meeting date
 - E. Purchase of PC for administrative uses
 - F. Approval of Disaster plan for per capita grant
 - G. Approval of Cooperative Collection ^{Management} ~~Development~~ Plan for per capita grant
11. New Business
 - A. Report on breakfast meeting about "Distinctive Crete"
 - B. Fall trustee workshop
12. Executive session to discuss personnel
13. Adjournment

CRETE PUBLIC LIBRARY BOARD OF TRUSTEE MEETING

June 17, 1992

Present: Trustees Adams, Foley, Schultz, Shepley, Murray,
and Administrative Librarian Wsol.

1. President Foley called meeting to order at 4:30 P.M. in the Library Board room.
2. The revised minutes were approved.
3. Report on the summer reading program-- ON FILE
Youth Services Administrator Martha Schlagel discussed plans for the Discover Read Program. As of the date the enrollment is 334.

4:45 P.M. Trustee Engel joined the meeting.

4. Correspondence - ON FILE
 - A. Thank you from CMHS Post Prom Committee
 - B. Village Board- Notice of Breakfast meeting
 - C. ILA Trustee Workshop announcement - September 26-27
5. Bills for payment - ON FILE
Motion by Herb Schultz, Seconded by Frank Shepley to approve payment of bills. Roll call: all voted AYE.

MOTION CARRIED

6. Librarian's report - ON FILE
Sharon discussed the Friends group. Some re-juvenating needs to be done and new officers have to be found since present board would like to step down.
Circulation update: Total increase: 18%
Adult increase: 22.5%
Juvenile increase: 12.5%
7. Committee reports: Finance Committee
Jim reported that 80% of the work on the budget is completed. Sharon will meet with Beth Mueller to review the tax cap. The Board cannot levy the Building and Maintenance tax without going to referendum. The tax cap negates any back door referenda.
8. Financial Report - ON FILE
Jim stated that with payment of the computer bill the budget is rectified.
9. Visitors Speak - No visitors were present.

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10. Old Business

- A. Selection of a new board member: One application has been received for the library trustee position. Jim Adams moved and Marian Engel seconded that the time frame for application for the position of Library Trustee be extended to a deadline of July 6. All trustees voted AYE.

MOTION CARRIED

- B. Reports from Jim and Herb on contacts with letter writers: Both Jim and Herb have been unable to make personal contact. Herb has given Randy Mucha materials to pass on to his neighbor.
- C. Update on IDFA workshop: Sharon reported that tentative dates for the workshop are July 22, 23, and 29 in the evening.
- D. Change in July meeting date: Frank Shepley made a motion to change the regular library board meeting from July 15th to July 8th at 4:30 P.M. Shirley Murray will be out of town, but there will still be a quorum. All voted AYE.

MOTION CARRIED

Marian Engel made a motion, seconded by Jim Adams to change the regular library board meeting on August 19th from 4:30 P.M. to 7:30 P.M. All voted AYE.

MOTION CARRIED

- E. Purchase of PC for administrative uses: Sharon has contacted Aardvark Networkland and Accu-Tech and received ballpark figures of \$2,411 from Aardvark and \$2,967 from Accu-Tech. The higher quote included more equipment. A motion was made by Frank Shepley, and seconded by Herb Schultz, to purchase the PC from Accu-Tech Computer service. On roll call all voted AYE.

MOTION CARRIED

- F. Approval of Disaster plan for per capita grant: Following a review of the sample copy, Herb Schultz moved and Marian Engel seconded a motion to approve the disaster plan prepared by Sharon. All voted AYE

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MOTION CARRIED

- G. Approval of Cooperative Collection Management Plan for Per capita grant - ON FILE
Jim Adams moved and Frank Shepley seconded a motion to approve the Management Plan as submitted. All voted AYE.

MOTION CARRIED

11. New Business
A. Report on breakfast meeting about DISTINCTIVE CRETE. Sharon and Rose Marie attended the breakfast to discuss the brochure being prepared by a consulting firm hired by the Village. The aim is to improve the community image. No decision was reached as to what should be targeted. Sharon has met with the consultant to present material on the library program for the publication.
B. Fall trustee workshop: Decision as to who will attend was tabled.
12. Herb moved and Marian seconded that the Board enter Executive session to discuss personnel.

MOTION CARRIED

13. The regular meeting was adjourned at 6:38 P.M.

The Building Committee meeting was postponed due to the lateness of the hour.


Shirley H. Murray
Secretary