

CRETE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEE

October 21, 1992
4:30 P.M.

REVISED AGENDA

1. Call to order
2. Minutes of the regular board meeting of September 16, 1992
3. Correspondence
3. Bills for payment
4. Librarian's report
5. Financial report
6. Visitors speak
7. Old Business
 - A. Beth Mueller as ADA consultant for libraries
 - B. Update on Friends of the Library election
 - C. Vote on public library Reference Standards
8. New Business
 - A. Consideration of proposals for library accounting
 - B. Vacancy on SLS Board of Trustees
 - C. Staff Christmas lunch
 - D. Revised Reference Policy
 - E. Joint Self-Insurance Pool distribution
 - F. Food for Fines
 - G. New Years Eve closing
9. Executive session to discuss personnel and real property
10. Adjournment

CRETE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

MEETING OF OCTOBER 21, 1992

Present: Trustees Adams, Mucha, Shepley, Engel, Administrative Librarian Wsol and Times Reporter Wantuch.

Absent: Trustees Foley, Murray, Schultz

1. The meeting was called to order by Acting President Shepley at 4:32 P.M. in the Library Board Room.
2. The minutes from the general meeting of September 16, 1992 were approved as read.
3. The following correspondence was read:
a letter from Representative Robert Regan, sharing with the Board library and literacy fact sheets from the Secretary of State's Office.
an invitation from the Board of Trustees of the River Forest Library to the dedication of their remodeled library.
4. Following the review of the bills for payment - ON FILE - Marian Engel moved that payment of the bills be approved. The motion was seconded by Mucha and on roll call all Trustees voted AYE.

MOTION CARRIED

5. Librarians' Report - ON FILE - In addition to reviewing the statistics and general information, Librarian Wsol explained in more detail the contract negotiations between SLS and both CLSI and Dynix.
6. Financial Report - ON FILE - Trustee Adams said the finances were in good shape. At the end of the first quarter of the fiscal year all line item balances are at about 75%.
7. There were no visitors present to speak.
8. OLD BUSINESS
 - A. Beth Mueller as ADA consultant for libraries: Sharon reported that this is under way. The interested libraries have a meeting with Beth scheduled on November 5. At that time she will give them a proposal and a cost for her work.
 - B. Update on Friends of the Library Election: There is nothing new to add to Herb's last report. The next Friends meeting will be October 27 at 7:30 P.M.
 - C. Vote on the Public Library Reference Standards: Sharon reported that Crete's Reference Department voted YES to keep the standards. In the discussion the department members also

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identified certain internal procedures that needed change or improvement. The Reference Department has also resumed its monthly meetings. These meetings are used for information sharing and training.

9. NEW BUSINESS

A. Consideration of proposal for library accounting: Sharon explained that the library discussed the performance of the library audit with three firms. Two submitted proposals and one chose not to, stating that their firm could not be competitive with our current arrangement. Of the two proposals submitted, Randy Mucha moved to accept the proposal of William A. Lau to perform the library's next audit. Jim Adams seconded the motion and on a roll call voted, all voted AYE.

MOTION CARRIED

B. Vacancy on the SLS Board of Trustees: Due to the resignation of one of its members, the SLS Board has a vacancy for a public library trustee. Sharon mentioned this in case any of the board was interested or knew of someone suitable.

C. Staff Christmas lunch: Sharon asked if the Board would again provide a Holiday luncheon for the staff. Jim Adams moved that the Board authorize the expenditure of up to \$100 for a staff Holiday luncheon. Marian Engel seconded the motion and upon roll call, all voted AYE.

MOTION CARRIED

D. Revised Reference Policy: In preparing the Reference Standards survey, the Reference Department suggested several minor changes to the current reference policy. Sharon discussed these with the Board. Marian Engel moved that the revised reference policy be accepted. Upon the second of Randy Mucha, all voted AYE.

MOTION CARRIED

E. Joint Self-Insurance Pool: This is the pool through which the library gets its Errors and Omissions Insurance. One of the SLS pools, it was designed to be reorganized after five years and to potentially pay dividends to those members who had been in the full five years. Crete's share will be \$5,750.40. The pool will be reorganizing shortly. We will receive information about how that will happen so that we can decide about our participation.

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F. Food for Fines: The staff suggested that we run another Food for Fines campaign and donate the proceeds to the Crete Pantry. This will run from November 2 through November 21. Marian Engel moved that Food for Fines be held during those dates. Jim Adams seconded and on roll call all voted AYE.

MOTION CARRIED

G. New Year's Eve Closing: Sharon proposed that the library close for the entire day on New Year's Eve instead of being open from 9 A.M. until 1 P.M. Examination of previous years' fines sheets indicates that business is very slow that day: most patrons assume we are closed all day or are busy with the holiday. We are already paying everyone for their full day so it will not cost us more money. We will save money in not opening the building for such a short period of time. Marian moved that New Years' Eve become a full holiday. Upon a second by Randy Mucha, all voted AYE.

MOTION CARRIED

EXECUTIVE SESSION: Jim Adams moved and Marian Engel seconded that the board go into Executive Session to discuss personnel and real property. All voted AYE. MOTION CARRIED

Upon return from Executive Session the Meeting adjourned at 5:30 P.M., following a motion by Jim Adams and a second by Marian Engel.

Next Meeting: Regular board meeting on November 18 at 4:30 P.M.



Sharon E. Wsol, Acting Secretary