

CRETE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

August 17, 1994

4:30 P.M.

AGENDA

1. Call to order
2. Youth Services Department report on Summer Reading Program--
Martha Schlagel
3. Minutes of the regular board meeting of July 20, 1994 and
special meeting of August 3, 1994
4. Correspondence
5. Bills for payment
6. Librarian's report
7. Financial report
- 8 Visitors speak
9. Old Business
 - A. Crete Library Foundation report
 - B. Friends activities
 - C. Construction process update
 - D. Transfer from Working Cash --- report
10. New Business
 - A. SSLA Trustee dinner
 - B. In-service program with Steger- South Chicago Heights
Public Library District
 - C. Sexual harassment and patron behavior policies
11. Adjournment

Minutes of Crete Public Library District

August 17, 1994

Present: Trustees Adams, Engel, Foley, Murray, Schultz, Shepley, Administrator Wsol, Crete Record Reporter DeMuth and Times Reporter Wantuch.

Absent: Trustee Mucha

1. The meeting was called to order by President Foley at 4:30 P.M. in the Library Board Room.

2. Martha Schlagel, Head of Youth Services, gave a very complete report on the excellent summer reading program--"Celebrate Reading! As part of her report Martha displayed a new book, Raindrops Journey, which was donated by Dow Corning--courtesy of Trustee Herb Schultz.

3. Minutes of the regular meeting of July 20th, and the special meeting of August 3rd were approved.

4. Correspondence: An invitation to the SLS Trustee Dinner. To be decided at the next board meeting.

5. Bills for payment:

- a. Regular bills approved for payment
- b. Bond and Interest Fund; 2 invoices to LZT approved for payment

6. Librarian's Report

Sharon indicated that she and the staff have used this "lull" in the building program activities to complete other tasks such as the per capita grant application and a first draft of the budget and levy. She also explained the non-competitive aspect of the summer reading program as the library encouraged all children to get involved.

7. Financial report Sharon reviewed the unaudited statement. She further indicated that she has a meeting scheduled with Bill Lau next week to make changes that are necessary to clarify the presentation to the Board.

8. Visitors to speak: None

9. Crete Library Foundation

New officers have been installed : Pres.- Angelo Juarez
V-Pres.- Ray Whitten
Sec. - Sondra Setchell
Treas. - Robert Kerr

After some discussion, the Board agreed to provide funds to enable the foundation to begin activities. Moved by Jim Adams..sec. by..... to transfer \$700 to the Foundation. Motion approved.

10. Friends Activities The program "Stories in the Park" was a very successful event. Approximately 70 people attended and everyone seemed to enjoy the presentation. The Book Sale will be held Oct.15th with more information to follow.

11. Construction Update: New documents will be available by Aug.22. Bids will be opened Tuesday, Sept. 20th at 2;00 p.m. (the bids will be published in the "appropriate wide range construction publication"; the bond was raised to 10% from 5%)
The revised/combined/modified list of alternate bids for contractors has become 17 items . (this format is easier to read and understand, and will facilitate the bidding process)

12. Item 9-D of old business (transfer from Working Cash report was tabled for later meeting)

New Business

10-A. SSLA Dinner - will be decided at Sept. meeting.

B. Crete Public Library will participate again with Steger/South Chicago Heights library in an in-service day of program planning to be held Friday, Sept. 23rd all day. It was moved by Herb and seconded by Shepley to approve closing the library on that date, and to provide \$200.00 as our share of the cost for the in-service.

C. Sharon presented working copies of 2 proposed policy statements for the library, one governing Sexual Harassment, and the other governing Patron Behavior, both of which are now mandated by law. Both statements were complete, and evoked no dissenting comments. Patron Behavior - moved by Schultz, Seconded by Shepley - all approved. Sexual Harrassment - moved by Murray, 2nd. by Schultz - all approved.

D. Crete Area Chamber of Commerce is looking for volunteers for it's Sept. 17/18th Antique Show.

Meeting adjourned at 5:45 .

Secretary pro tem. Marian Engel