

CRETE PUBLIC LIBRARY DISTRICT BOARD

June 19, 1996

4:30 P.M.

AGENDA

1. Call to order
2. Minutes of the regular board meeting of May 15, 1996
3. Correspondence
4. Bills for payment
5. Librarian's report
6. Financial report
7. Visitors speak
8. Old Business
 - A. Friends activities
 - B. Foundation report
 - C. Construction project update
reports from LZT/Filliung and OSI
see memo in packet
Pay requests
 - D. Art and decor committee
grant funds
9. New Business
 - A. Tentative working budget FY 96-97
 - B. Per capita grant review
 - C. Crete Comprehensive plan
 - D. SWAN/LAN connection
 - E. 201U and local libraries online
10. Executive session to discuss compensation, discipline and performance, of employees
11. Adjournment

CRETE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

BOARD MEETING OF JUNE 19, 1996

Present: Trustees Adams, Foley, Murray, Shepley, Administrator Wsol,
LZT/F Representative Maniates, Times-Record Reporter Wantuch,
Visitor Audrey DeMuth

Absent: Trustees Engel, Mucha, Schultz

1. The meeting was called to order by Vice-President Murray at 4:32 P.M. in the Library Board Room.
2. Trustee Shepley moved to accept the minutes of the May 15, 1996 Board Meeting. The motion was seconded by Adams. All present voted Aye.
MOTION CARRIED
3. Correspondence. Letter from David Wallace, Chief of Police, and Leonard Hagen, Emergency Services, thanking the library for the use of the parking lot during the wake of the three girls killed by the hit and run driver.
4. Bills for Payment. Administrator Wsol reviewed the bills for the Board. Commonwealth Edison Bill for service of \$6397.78 will be discussed under the Construction Project Update. Trustee Shepley moved and it was seconded by Adams that the Bills be paid. On roll call the Board voted as follows: Aye - Adams, Shepley, Foley, Murray. Nays - None. Absent: Engel, Mucha, Schultz.
MOTION CARRIED.
5. Librarian's Report. Administrator Wsol reported on the following:
 - a. Reviewed the 2.5 Swan upgrade as covered in her report.
 - b. Our library records indicate a 32 % increase in reciprocal borrowing and circulation is up by almost 25 % for the month of May. 268 new cards have been issued.
 - c. Martha prepared an Historical Site List for an article in Points of Reference distributed by SLS.
6. Financial Report. Treasurer Shepley reviewed the financial report for the Board and commented that finances were in good order.
7. Visitors Speak. Audrey Demuth presented the board with a Library History she and her husband, Winston, had researched and prepared covering the years 1963 to the present.

8. Old Business

- A. Friends Activities. The Friends finished the year by sponsoring a children's program, the Platypus Theater. They will not meet July and August. They plan to begin the fall with a meeting which will be a book review. Sharon will write to the Friends thanking them for co-ordinating the refreshments for the dedication.
- B. Foundation Report. Foley reported that an additional 33 feet of walkway has been added to the original walkway. The brick committee has, therefore, reopened the sale of bricks until August 1.
- C. Construction Project Update. Mr. Maniates discussed the following items with the board:
 1. Electrical Costs of \$6397.78...\$3554.32 is the responsibility of the library, \$2843.46 is due from Oliver Structures covering the time from April 26 to May 3. Edison Bill will be paid and the library will get reimbursement from Oliver.
 2. Additional Gutters. Adams moved and it was seconded by Shepley that the proposal for additional gutters dated June 10 in the amount of \$2327.50 be accepted. On roll call the Board voted as follows: Aye - Adams, Shepley, Foley, Murray. Nays - None. Absent: Engel, Mucha, Schultz.
MOTION CARRIED.
 3. Washroom fixtures. New faucets should be delivered next week.
 4. Furniture. End panels are scheduled for work on July 1. The work in the children's room and the staff room should be done by Friday, June 21.
 5. Window frosting. Four samples will be delivered to library for board approval. 12 panels will cost \$1700.
 6. Window treatment. Because we need to add covering on the office windows, it will mean we will be approximately \$1800 over budget.
 7. Dar/Ran replacement furniture for Sharon's office. The board felt that the custom finish the company submitted best matches the Agati and the furniture is to be ordered with that finish.
 8. The punch list was reviewed.

9. Conference room light fixtures. Maniates felt that it will take too long to obtain the right fixtures for the room. His suggestion was to change to parabolic fixtures like those in the secretary and administrator offices. Shepley moved and it was seconded by Foley that parabolic fixtures be installed in the conference room and that the library be credited with any cost adjustment. All present voted Aye. Nays: None. MOTION CARRIED.
10. Landscaping. Bid indicates landscaper is to establish and maintain lawn for 60 days after substantial completion date (April 24). Dead plants, re-seeding of bare areas for one year. Sharon pointed out rocks in top soil where grass is now planted. Cherry Creek has agreed to remove bad soil ^{for a considerable price.} dumped by excavator, ^{remove and} Oliver will spread new top soil. Sharon will review specification with George regarding lawn care proposal to be published in newspaper.
11. Pay request from Oliver for \$133,000--half their retention. George suggested a meeting with our lawyer and Oliver to settle liens and change orders which have been approved through #17 but only a few have been signed. Tuesday, July 2 at 4 P.M. was a suggested date. Sharon will notify Oliver.
- D. Art and Decor Committee. Committee is recommending the purchase of an 84" by 72" canvas done by Lisa Lockhart from Onarga, Illinois. She also has done two textile works which are more costly but would be appropriate for the stair area. Grant money is being used, in part, to purchase art work. Frank Shepley moved and Adams seconded that a quilt rack be purchased to hold quilt donated to library. Funds to be taken from trustee account. On a roll call: Ayes: Adams, Shepley, Foley, Murray. Nays: None. Absent: Engel, Mucha, Schultz. MOTION CARRIED.
9. New Business
- A. Working budget for FY 96-97 will be discussed at the July board meeting.
- B. Shepley moved and Adams seconded that a new laser be purchased for the front desk ^{at a price not to exceed \$2,000.00.} On a roll call: Ayes - Adams, Shepley, Foley, Murray. Nays: none. Absent: Engel, Mucha, Schultz. MOTION CARRIED.
- Shepley moved and Adams seconded that four reconditioned laser printers be purchased at a cost not to exceed \$2000. On a roll call: Ayes -

Adams, Shepley, Foley, Murray. Nays - None. Absent - Engel, Mucha, Schultz. MOTION CARRIED.

- B. Per Capita Grant is due in July. Shepley moved and Adams seconded that the money from this year's per capita grant should again be used for materials. All present voted Aye. Nays - None. MOTION CARRIED.
- C. Crete Comprehensive Plan. A display will be set up in the lobby area Thursday and Friday. On Saturday, June 22, representatives will be present in the conference room from 9 to 3 to answer questions.
- D. SWAN/LAN connection. Shepley moved and Adams seconded that Sharon purchase hardware to contention our port at a maximum expenditure of \$6000. On a roll call: Ayes - Adams, Shepley, Foley, Murray. Nays - none. Absent - Engel, Mucha, Schultz. MOTION CARRIED.
- E. 201U and Local Libraries online. Shepley moved and Adams seconded that the library participate in the project with School District 201U to develop home pages for the library at a cost of \$480 with a \$25 update charge. On a roll call: Ayes - Adams, Shepley, Foley, Murray. Nays - None. Absent: Engel, Mucha, Schultz. MOTION CARRIED.

10, Executive Session. Adams moved and Shepley seconded that the board go into executive session at 7:20 p.m. to discuss compensation, discipline and performance of employees. All present voted Aye. Nays - none. Motion carried.

The board returned to open session at 7:30 P.M. Adams moved and Shepley seconded that the board award \$4000 as compensation to Sharon Wsol for doing an outstanding job as administrator of the new building project during FY Year 1995-96.

On a roll call: Ayes: Adams, Shepley, Foley, Murray. Nays - none.

Absent: Engel, Mucha. Schultz. MOTION CARRIED.

The meeting adjourned at 7:40 P.M.



Rose Marie Foley, Secretary pro tem