

CRETE PUBLIC LIBRARY DISTRICT BOARD

August 15, 1996

4:30 P.M.

AGENDA

1. Call to order
2. Minutes of the regular board meeting of July 17, 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
Pay requests
 - D. Art and decor committee
update on selection
 - E. Regular board meetings -- Sept. and Oct.
9. New Business
 - A. GSU presentation about the internet
 - B. Landscape contract
 - C. In-service day-- library closure
10. Adjournment

CRETE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

BOARD MEETING OF AUGUST 15, 1996

PRESENT: Trustees Adams, Engel, Foley, Mucha, Murray,
Schultz and Shepley, Administrator Wsol,
LZT/F Representative Maniates

ABSENT: NONE

1. The meeting was called to order by President Schultz at 4:40 p.m. in the Library meeting room.
2. Trustee Murray moved to accept the minutes of the July 17, 1996 Board Meeting. The motion was seconded by Adams. All present voted AYE.

MOTION CARRIED

3. Correspondence - Secretary Mucha read a letter written by Administrator Wsol to Mrs. DeMuth thanking her for writing a history of the Crete Library.
4. Bills for Payment - After a review of the bills and an explanation of charging previous year accounts by Administrator Wsol, Trustee Foley moved that the bill be paid. The motion was seconded by Engel. On roll call the Board voted as follows: AYE - Adams, Engel, Foley, Mucha, Murray, Schultz and Shepley. NAY - None.

MOTION CARRIED

5. Librarian's Report - Administrator Wsol reviewed the following:
 - A. This summers' reading program participation was at an all time high (550 children).
 - B. Total July circulation was 14,187.
 - C. There has been 1,047 new library cards issued since the opening of the building.
 - D. The current book donation policy.
 - E. The Community Bulletin Board program.
6. Financial Report - Treasurer Shepley reviewed the Cash Disbursements compared to Budget report for the Board. Mr. Shepley indicated the finances were in good shape. Trustee Adams moved to accept the Financial Report. The motion was seconded by Shepley. All present voted AYE.

MOTION CARRIED

7. Visitors Speak - None

8. OLD BUSINESS

- A. Friends Activities - Administrator Wsol reported that this group has not met this summer. A kickoff program is scheduled for September 24 when Rev. Joe Ledwell will conduct a book review.
- B. Foundation Report - Administrator Wsol reported to the Board that an additional \$5,100.00 was collected for the second sale of the brick pavers. President Schultz reported that the new slate of officers include:
- President - Undetermined
 - V.P. - Sondra Setchell
 - Secretary - Phil Baransky
 - Treasurer - Robert Kerr
- C. Construction Project Update - Mr. Maniates reported to the Board the pay schedule problems that Oliver is experiencing with their subcontractors. Representatives of Cherry Creek Landscaping and M&J Underground met with Mr. Maniates before the meeting today.

President Schultz expressed his concerns regarding the lack of items yet to be completed for the construction project.

The following specific items were discussed regarding the construction project:

- A. Landscaping problems
- B. How to deal with Warranty issues.
- C. Interior Signage problems.
- D. End panel design problems.
- E. Lock hardware for the mens' room on the first floor.
- F. Noise being generated from the air handling system.
- G. The lack of operating instructions from Oliver.
- H. The gutters for the rear of the building.
- I. The fascia at the southeast corner of the building.
- J. The water drainage near the book drop in the front of the building. President Schultz addressed the issue of the general water drainage around the building.
- K. Items to be completed by Oliver. Administrator Wsol stated that they would be returning next week.
- L. Delivery of the Office furniture.

Mr. Maniates discussed an August 14, 1996 letter regarding the \$12,856.00 difference in the amount paid to Oliver regarding the Building project. President Schultz read a letter written by Administrator Wsol to LZT/F regarding this accounting error.

Administrator Wsol informed the Board that a change order needed to be approved for additional tack boards. Trustee Shepley moved to approve \$543.20 for the purchase of additional tack boards. The motion was seconded by Adams. On roll call the Board voted as follows: AYE - Adams, Engel, Foley, Mucha, Murray, Schultz and Shepley. NAY - None

MOTION CARRIED

- D. Art and Decor Committee - Trustee Murray reported on this committees' meeting. It was suggested that one piece of art be purchased for all the past memorials from the old building. Trustee Murray moved that \$3,000.00 be approved for this purpose. The motion was seconded by Foley. On roll call the Board voted as follows: AYE - Adams, Engel, Foley, Mucha, Murray, Schultz and Shepley. NAY - None

MOTION CARRIED

Trustee Murray briefly discussed a fall art show that would be held at the Library.

- E. Regular Board Meetings - Administrator Wsol reminded all that the September and October meeting times are changed as follows:

September 18, 1996	7:15 p.m.	Hearing
	7:30 p.m.	Meeting
October 16, 1996	7:15 p.m.	Hearing
	7:30 p.m.	Meeting

- F. Printers for Computer Room - Administrator Wsol reported to the Board that Chicago Laser had reviewed the needs of the Library and has suggested a HpIII type printer for the best use. Trustee Foley moved to approve an additional \$1,000.00 to cover the cost of the used printers. The motion was seconded by Shepley. On roll call the Board voted as follows: AYE - Adams, Engel, Foley, Mucha, Murray, Schultz and Shepley. NAY - None.

MOTION CARRIED

Mr. Maniates reported that Oliver had not submitted a pay request for this meeting.

Construction Bills for Payment: Administrator Wsol reviewed the Construction related bills and the following action was taken:

- A. Trustee Adams moved that the Inacom bill in the amount of \$6,459.90 be paid. The motion was seconded by Shepley. On roll call the Board voted as follows: AYE - Adams, Engel, Foley, Mucha, Murray, Schultz and Shepley. NAY - None

MOTION CARRIED

- B. Trustee Shepley moved that the Klein, Thorpe and Jenkins bill in the amount of \$287.50 be paid. The motion was seconded by Adams. On roll call the Board voted as follows: AYE - Adams, Engel, Foley, Mucha, Murray, Schultz and Shepley. NAY - None.

MOTION CARRIED

- C. Trustee Shepley moved that Invoice #103 from LZT/Filliung in the amount of \$950.00 be paid. The motion was seconded by Foley. On roll call the Board voted as follows: AYE - Adams, Engel, Foley, Mucha, Murray, Schultz and Shepley. NAY - None

MOTION CARRIED

- D. Trustee Shepley moved that Invoice #114 from LZT/Filliung in the amount of \$2,666.95 be paid. The motion was seconded by Adams. On roll call the Board voted as follows: AYE - Adams, Engel, Foley, Mucha, Murray, Schultz and Shepley. NAY - None.

MOTION CARRIED

- E. Trustee Murray moved that Hendrickson be paid \$56,000.00 for the furnishings contract. The motion was seconded by Shepley. On roll call the Board voted as follows: AYE - Adams, Engel, Foley, Mucha, Murray, Schultz and Shepley. NAY - None.

MOTION CARRIED

9. **NEW BUSINESS**

- A. GSU Presentation about the Internet - Administrator Wsol explained this program that will be held at GSU on August 29, 1996.
- B. Landscape Contract - Administrator Wsol reviewed the proposals from the three companies that bid on the contract. Trustee Adams moved that Woody's Lawn Service be awarded the contract in the amount of \$425.00 per month until October 31, 1996. The motion was seconded by Shepley. On roll call the Board voted as follows: AYE - Adams, Engel, Foley, Mucha, Murray, Schultz and Shepley. NAY - None

MOTION CARRIED

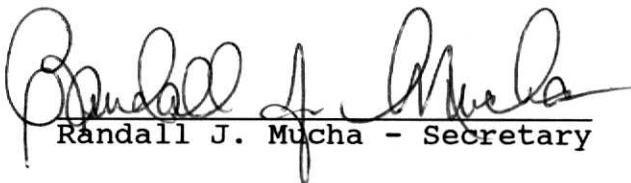
- C. In service day - Administrator Wsol reported that this year MaryJane Kempner will discuss Multi-Culturalism. The dates of September 20th or 27th will be selected. Trustee Engel moved that the library be closed on the date selected for this program. The motion was seconded by Shepley. All voted AYE.

MOTION CARRIED

- D. Waiver of Impact Fees - Administrator Wsol read a letter from Gerald Ducay requesting a waiver of the Impact Fees for the new Police Building. Trustee Foley moved to accept this request. The motion was seconded by Engel. On roll call the Board voted as follows: AYE - Adams, Engel, Foley, Mucha, Murray, Schultz and Shepley.
- E. Automation Grant - Administrator Wsol reported that an application was submitted for this grant through the Illinois State Library. The monies would be used to purchase a new Laser Jet Printer.

10. President Schultz adjourned the meeting at 7:00 p.m.

NEXT BOARD MEETING - SEPTEMBER 18, 1996 AT 4:30 p.m.


Randall J. Mucha - Secretary