

**CRETE PUBLIC LIBRARY DISTRICT
LIBRARY BOARD MINUTES**

MEETING DATE: November 19, 1997 REGULAR MEETING

CALLED TO ORDER BY President Schultz at 7:00 P.M. in the meeting room for purpose of dedicating the computer/typing room. after some introductory comments by H. Schultz and member Mucha and Stanley Pagorek, the families and board adjourned to the computer/typing room downstairs. There the plaque honoring the three girls was unveiled with a few special comments from those assembled.

The board then reconvened in the regular board meeting room, at 7:30 P.M.

ROLL CALL: Present: Schultz, Ruklic, Adams, Shepley, Mucha, Murray, Engel

OTHERS ATTENDING: Dir. Wsol, William A. Lau, auditor

PRESENTATION OF ANNUAL AUDIT: Mr. Lau presented the annual audit of the library financial status, and declared that "everything is in good order." He complimented Dir. Wsol on the monitoring of the budget. Motion to accept the report by Shepley: second by Adams. **Motion carried on roll call vote.**

MINUTES: for October 15th meeting approved. Moved by Murray, second by Adams. Motion carried.

CORRESPONDENCE: None today.

BILLS: General bills approved for payment. Motion by Mucha; second by Shepley. **Motion carried on a roll call vote.**

LIBRARIAN'S REPORT: Dir. Wsol related that the in service with the other local libraries went well on November 7th. There was some discussion regarding the computer system changeover for "2000", and Sharon will get information from SLS about this.

FINANCIAL REPORT: We re still in "excellent condition.", according to the report.

COMMITTEE REPORTS:

a. Friends of the Library - is continuing to work on the cart, and plans to have it open on Saturday mornings. They will add items with the library logo from time to time. A book sale is planned May. The bulb sale netted some \$250.00.

b. Crete Library Foundation - met this week and voted to support the landscaping funding project. We must select a local "specialist" to work with the program. Shirley and Sharon will make contact with that person, and bring a recommendation for the board.

c. Art/Decor Committee - Shirley Murray was happy to announce a new member of the committee: Deborah Bernardi-Zajac. The committee has established 2 major programs per year: (1) October, a show to celebrate Illinois Art Month: (2) April, a show to celebrate student art month. The committee is still working on markers for the library exterior.

OLD BUSINESS:

A. 1. Building/maintenance - carpet repair: Chatham has repaired most of the carpet, but had to go into the seams to do it and may have to come back. (no bill yet)

2. Sign painting - Bill Barron will add "matching" green paint to the library sign as shown on the proposed design as soon as weather permits.

3. Gutters - Dir. Wsol reported that Mr. Hoffman will contact her about the gutters when he returns from vacation.

4. Flag pole light - is done.

5. Roof - flashing repair is complete but more problems have been found. Popko is to come back out and evaluate.

B. New building and maintenance item: Off hours setback is not functioning in the winter mode. ABC will send someone to check this. The temperature is extremely high upstairs. Control boxes may not be piped correctly and seem to be calling for heat too often.

C. Status of special technology fund: funds are currently in an account at First United as set up by Stanley Pagorek and Weldon Fogel. Things seem to be pretty well settled. CRC is upgrading our programs, is willing to bill the computer/typing room expenses separately from other library expenses and is giving us a discounted price.

NEW BUSINESS

A. Policy manual - Section 300. Reviewed and updated section 300. Moved by Murray and seconded by Mucha. Motion carried.

B. Staff/Board Christmas party - It was suggested that the party be held on Friday, December 19th at 5:00 P.M. and that it be catered as per last year. The board approved an expenditure not to exceed \$225.00. It was moved for approval by Shepley, and seconded by Mucha. **Motion carried unanimously on a roll call vote.**

C. Gift certificates for the staff - It was discussed and agreed to give each staff member a \$50.00 gift certificate. Motion to approve by Mucha and second by Shepley. **Motion carried unanimously on a roll call vote.**

D. Added bills

1. McCutcheon Insurance Agency - in the amount of \$125.00 for increased coverage on contents, specifically computer software/hardware.

2. Klein, Thorpe & Jenkins - in the amount of \$4,163.20 for the bill for the 3rd quarter of 1997 to be paid from the construction fund.

Motion to approve these two checks by Shepley: second by Mucha. Motion carried unanimously on a roll call vote.

3. Board authorized Dir. Wsol to have removed a dead tree and fallen limb at an amount not to exceed \$450.00. Mrs. Bauman has offered to pay for the limb since it is from her tree if we will take care of having it done. Motion to approve by Shepley and second by Ruklic. Motion carried unanimously on a roll call vote.

President Schultz adjourned the meeting at 8:50 P.M.

Respectfully submitted,

Marian Engel, Secretary