

CRETE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

May 20, 1998

7:00 P.M.

AGENDA

1. Call to order ✓
2. Minutes of the regular board meeting of April 15, 1998 ✓
3. Correspondence ✓
4. Bills for payment ✓
5. Librarian's report ✓
6. Financial report ✓

7. Other reports
 - A. Friends of the Library ✓
 - B. Crete Library Foundation ✓
 - C. Art and Decor Committee ✓
8. Visitors speak ✓

9. Old Business
 - A. Building and maintenance items- status report
 1. sound attenuators ✓
 2. roof and french drains ✓

 - B. SSLIC (formerly known as the Grande Prairie consortium) ✓

 - C. Maintenance contracts for HVAC systems ✓

10. New Business
 - A. "Serving our Public" sections 1 - 5a ✓
 - B. material selection policy -- tentative ✓ *pending on return from lawyer*
 - C. Appointment of new member to the Board of Library Trustees *Bring books for June meeting*
 - D. Library web page ✓
 - E. Public Internet Access -- status report

11. Executive session to discuss probable litigation

12. Adjournment

CRETE PUBLIC LIBRARY DISTRICT
LIBRARY BOARD MINUTES

MEETING DATE: May 20, 1998 - Regular meeting

CALLED TO ORDER BY : V-Pres. Murray at 7:00 PM.

ROLL CALL: Present: Adams, Engel, Mucha, Murray, Shepley ; Ab.- Ruklic, Schultz

OTHERS ATTENDING: Dir. Wsol

MINUTES: Motion to approve April, 1998 minutes by Adams; second by Mucha; motion carried. (trustee Schultz arrived)

CORRESPONDENCE: 1. Notice of Great Midwest Fair- May 22-25 at Balmoral Park; 2. A letter of appreciation from Crete-Monee Post Prom committee for support of the Post Prom; 3. News item from American Libraries(Feb.1998), about the donation to our library from the Crete Children's Fund; 4. Letters from prospective board members interested in filling Shirley's position.

BILLS:General bills - a motion to approve payment of bills in the amount of \$ was made by Mucha; second by Shepley. Motion carried unanimously on roll call.

Motion to pay taxes on parcel of land given to library - Shepley; second by Adams; passed unanimously on roll call. Building project bills - \$64.60, moved by Murray; second by Shepley; carried unanimously on roll call vote. (Ruklic - ab. all votes)

LIBRARIAN'S REPORT: Sharon mentioned two items in particular: the library web page can be pulled up now; also, the seemingly low statistics which seem reflected in many libraries and may be due to the impact of computers and the internet.

FINANCIAL REPORT: We are 10% ahead of the budget for this time in the calendar, according to Shepley. Move to approve by Adams, second by Mucha. Motion carried.

COMMITTEE REPORTS:

A. Friends of the Library - The book/bake sale went well; no bulb sale because the company went out of business; best fund-raiser so far with \$1177.25. Plans for spending are underway. (one more meeting this year)

B. Crete Library Foundation liaison - 1. Participated with Crete Chamber of Comm. in plans for "After Hours at the Library"; 2. Landscaping plan is ready now - next are the plans for the fund-raising campaign, and directions for putting the plan out for bids. (the thought was offered that we want this to be a rather laid-back project--and not to be seen as "competing" with the school efforts).

C. Art/Decor Committee - there is nothing new at this time.

Visitors - none

OLD BUSINESS:

A. Building and Maintenance - status report

1.Sound attenuators - Randy has done a series of readings of the noise levels in the conference room as per the attached form. His first suggestion is that we contact International Test & Balance Co., to check out the balance of the box and then to further check the whole conference room sound..ie. the balance; what is the real problem? why should the East box be working harder than the West? Second, he suggested calling D. Kreger of Chicago Conditionaire to see what he can do with the east box, which seems to be the biggest problem. Motion to

- follow Randy's recommendations by Shepley; second by Adams; motion carried unanimously on roll call. (ab-Ruklic)
2. Roof and french drains - back to Stonebreaker and his recommendations:(1) the cost of the roof could be reduced some, but he suggests we come back when we have a settlement and see what can be done; (2) french drains - when we are ready to do the roof, then we can work with him and Kevin Hoffman to plan the drains; we must do the roof first. (action tabled on this item for now)
- B. SSLIC (old Grande Prairie Consortium) - due to an error in calculation of the cost of the telecommunication system/equipment, we must add \$604.92. to the amount making a total annual fee of \$1522.40. Moved to approve by Shepley; second by Mucha. Carried unanimously on roll call vote (ab - Ruklic).
- C. Maintenance contracts for HVAC systems - after discussion of bids by ABC & Chicago Conditionaire; Johson Controls; Southwest Town, and Honeywell, it was determined that Honeywell provides the best coverage in service and labor. Moved by Adams to accept the Honeywell bid of \$9610.00; second by Shepley. Carried unanimously on roll call vote. (ab-Ruklic)

NEW BUSINESS:

- A. "Serving our Public" sections 1-5a were discussed and reviewed, with action as follows: Core 4 standard moved to attach to By-laws by Shepley;second by Adams; motion carried unanimously; Core 17 & 18 moved to adopt by Murray; second by Adams; motion carried unanimously. Other sections: Supple. standards # 5 - we send people to meetings of value, but not always on an annual basis; #6 - we do support financially, but as an organization, not as individuals. # 7 - the A-V collection is not yet up to the desired %. Chap. 3 - we have passed a revised our revised salary schedule. Chap. 4 - we have our selection policy in process. Chap.5 is all complete.
- B. material selection policy - proposed policy is complete, pending return from the lawyer.
- C. Appointment of new member to the Board of Library Trustees - interview times to be arranged .
- D. Library web page - available now, and being further expanded
- E. Public Internet Access - Sharon is still involved in developing plans to locate and train people to help the public use the Internet.

Motion to adjourn to executive session to discuss probable litigation was moved by Shepley; second by Adams. @ 8:45PM.

Motion to return to regular session by Murray; second by Adams @ 8:55PM.

F. Response to Klein, Thorpe & Jenkins -

1. Motion by Adams to instruct lawyer not to agree to any meeting; second by Shepley; motion carried unanimously. *unless written proof provided that warranty will cover roof replacement*
2. Motion by Shepley to direct lawyer to serve a citation to discover assets; second by Adams; motion carried unanimously.

Pres. Schultz adjourned the meeting at 9:00 PM.

Respectfully -
Marian Eugel, Sec