

CRETE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

June 18, 1998

7:00 P.M.

AGENDA

1. Call to order
2. Swearing in of new board member
3. Minutes of the regular board meeting of May 20, 1998
4. Correspondence
5. Bills for payment
6. Librarian's report
7. Financial report
8. Other reports
  - A. Friends of the Library
  - B. Crete Library Foundation
  - C. Art and Decor Committee
9. Visitors speak
10. Old Business
  - A. Building and maintenance items- status report
    1. sound attenuators
    2. sign
    3. carpet cleaning
  - B. Maintenance contracts for HVAC systems
  - C. Serving our Public -- section 5b -9
10. New Business
  - A. Approval of bond payment June 30, 1998
  - B. material selection policy
  - C. Shirley' gift
  - D. Accounting proposal

- E. Budget FY98-99 first reading
- F. Approval of per capita grant application
- G. Building and maintenance levy
- H. Prevailing wage ordinance
- I. Interim responsibilities
  - 1. selection of interim director
  - 2 . temporary staff responsibilities
- 11. Executive session to discuss probable litigation
- 12. Adjournment

CRETE PUBLIC LIBRARY DISTRICT  
LIBRARY BOARD MINUTES

MEETING DATE: June 18, 1998 - Regular meeting

CALLED TO ORDER BY : Pres. Schultz at 7:05 PM.

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

OTHERS ATTENDING: Dir. Wsol

New Board Member: Pat Kelly sworn in as new member of the board.

MINUTES: Motion to approve May, 1998 minutes as corrected by Mucha; second by Adams; motion carried.

CORRESPONDENCE: 1. Letter to Rep. George Scully thanking him for obtaining technology funds for the Crete Library. 2. Letter to M. Schlagel from the Crete Park District Preschool thanking her for the fine experience she gave the children when they visited the library. 3. Four letters from applicants for the board 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 vote. (Ab-Ruklic).

LIBRARIAN'S REPORT: Sharon noted that: 1. we will receive a letter from the State Library regarding the \$10,000 we'll get (by way of Rep. Scully), indicating how this money may be used. 2. The Cone Cottage will give a free cone to each student who signs up for the summer program. 3. We now have a new shelver in the adult section. 4. Circ. statistics are down in May - which seems to be the case in most of the system libraries.

FINANCIAL REPORT: We are .05% ahead of the budget with only 2 wks. left in the year, according to Shepley. Move to approve by Mucha, second by Adams. Motion carried. (Ab - Ruklic)

COMMITTEE REPORTS:

- A. Friends of the Library - Last meeting of the year in June. Nothing new now.
- B. Crete Library Foundation liaison - no more meetings this summer. The landscape project committee has developed documents to go out for bid.
- C. Art/Decor Committee - there is no assignment from the board; it will continue to work with the committee through Shirley Murray (former board member and continuing member of A & D. Committee).

Visitors - none

OLD BUSINESS:

- A. Building and Maintenance - status report
  - 1. Sound attenuators - Sharon called the International Test & Balance Co. and they will instruct a worker to come and test the East Box. We have no new information yet as we wait for someone to come. It may be necessary to contact Honeywell-- (our new HVAC contractors)
  - 2. Sign - Bill has applied the first coat, and the sign looks much better already.
  - 3. Carpet cleaning - Starlight Co. came in and cleaned the carpet, and noticed the added "bubbles" ; their judgement is that there is just not enough glue under the carpet. (How can we address this problem with the carpet?)

(Comment/reminder from Randy - are we keeping the state up to date regarding Oliver's position before the final dollars are settled? Sharon indicated that she has been keeping them informed.)

B. Maintenance contracts for HVAC systems - due to a missing electronics item in the original contract from Honeywell, we must change the total cost from \$9610. to \$11,534. A motion to increase the contract to the correct amount was made by Shepley; second by Adams. Motion carried unanimously on roll call vote. (ab-Ruklic)

C. Serving Our Public - sections 5b - 9

These sections were discussed and reviewed, with action as follows: 5 b, Core 1 programming approved; Chp. 6 - Core OK; Supple. #15- home delivery not workable (deposit collections no longer viable); Chp.7 - Supple. #7 - Bd encourages board members and staff to participate in community activities (ie. participating in the "visioning" project with local school district); Chp.8 - facilities are covered by the new building itself; Chp. 9 - Illinet requirement is good shape by way of our public access catalog. Motion to approve all chapter discussion above by Mucha; second by Adams; motion carried unanimously. (ab-Ruklic)

NEW BUSINESS:

A. Approve Bond Payment as of 6/30/98 , in the amount of \$77, 246.87. Motion to approve by Adams; second by Shepley. Motion carried unanimously on roll call. (ab-Ruklic)

B. material selection policy - motion to approve as Section 800, by Shepley; second by Mucha; motion carried unanimously. (ab - Ruklic)

C. Gift for Shirley Murray - Motion by Shepley to spend \$100. on art book(s) in honor of Shirley Murray's long service on the board; second by Adams. Motion carried unanimously. (ab-Ruklic)

D. Accounts proposal - MUcha moved to approve \$ 380. cost of accounting services for 1998-99. (previous charge \$ ); second by Shepley. Motion carried on roll call vote (ab-Ruklic).

(Herb discussed potential change in accounting and audit services with plan to have these handled by separate companies--to be considered at later meeting)

E. Budget FY98-99 first reading - included the approval of the meeting schedule for budget & appropriation hearing, and truth in taxation hearing to adopt the levy; Adams moved approval; second by Kelly. Motion carried unanimously. (ab-Ruklic)

Also a salary proposal for 1998-99 was presented by Sharon. This is the second half of her two-year proposal approved last year: it will mean a 3% increase for staff at the lower end of schedule; and a 5% increase for staff at top of schedule which will bring all the staff into appropriate range. Motion by Shepley to approve salary schedule as proposed by Sharon; second by Mucha. Carried unanimously on roll call vote. (Ab-Ruklic) (Sharon added some comments about the position of children's assistant, which will need to be re-classified (should be raised a whole range) to properly recognize that the position has changed and the responsibilities greatly increased)

F. Approval of per capita grant application - Shepley moved the approval with funds to be designated for materials; second by Mucha. Motion carried unanimously. (ab-

-Ruklic)

- G. Building and maintenance levy - Shepley moved to approve .02% levy; second by Adams. Motion carried unanimously on roll call vote. (ab-Ruklic)
- H. Prevailing wage ordinance - Motion by Mucha that the Board accept the "prevailing wage ordinance of Will County"; second by Shepley. Motion carried unanimously. (ab-Ruklic)
- I. Interim Responsibilities -
  - 1. selection of interim director - Kelly moved to accept Pam Deiters application as interim director; second by Shepley. Motion carried on roll call. (ab-Ruklic)
  - 2. temporary staff responsibilities - Sharon has been authorized agent for IMRF, and for the petty cash fund. She recommends changing both authorizations to Carol Bruns during this interim period. Motion to approve both authorizations by Adams; second by Shepley. Motion carried unanimously; (ab-Ruklic)

Executive session not needed tonight

Meeting Adjourned by Pres. Schultz at 9:10PM

Respectfully,  
Marian Engel, Secretary