

**CRETE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA**

JANUARY 20, 1999
7:00 P.M.

1. Call to order
2. Minutes of the regular meeting of December 16, 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
 - B. Internet Use Policy
 - C. E-rate funding
10. New Business
 - A. Investment Policy
 - B. Crete Woman's Club Art Fair- purchase award
11. Executive Session to discuss probable litigation
12. Adjournment

Crete Public Library Board of Trustees
Regular Meeting
January 20, 1999
7:00 P.M.

1. Meeting called to order by Pres. Schultz at 7:00 p.m.
Trustees present: Adams, Engel, Kelly, Ruklic, Schultz. ab. Mucha
Others present: Dir. Schulten
2. Minutes of the regular meeting of December 16, 1998 were moved for approval by Ruklic; second by Kelly. Motion carried. trustee Mucha arrived.
3. Correspondence:
 - (1) a request from Shirley Murray on behalf of the Art and Decor Committee to provide funds for the annual Art Fair Award purchase; (2) a thank you note from the library staff for their gift certificates and dinner; (3) a letter from the Lincoln Mall notifying the library that we accumulated a rebate of \$500. from their "It pays to shop close to home" program during the Christmas holidays. (4) A request from the South Suburban Libraries Authors Day Committee notifying us of the date, and requesting a donation; (5) A memorandum from the Will County Office of Emergency Management about the meeting for any public groups that incurred unusual expenses due to the snow storm.
4. Bills for Payment: In addition to the regular bills there were two from the building fund related to the bond: 1st in the amount of \$395.00 to Amalgamated Bank which holds the bond; 2nd bill in the amount of \$419.00 to the Municipal Service Corp. which insures the bond. Mucha moved approval of these two and all regular bills; second by Adams. Motion carried unanimously on roll call.
5. Librarian's report: Jane brought us up to date on happenings at the library, with several of the items to be discussed / acted upon later in the agenda
6. Financial Report: although "page 5" still reflects last year's budget, the library is in good shape with a percentage balance of more than 55%.
7. Other reports:
 - A. Friends of the Library - the book bags are in, and the sale is getting under way @ .25 each; they are also planning something for children this spring.
 - B. Crete Library Foundation - they had a meeting last night and discussed various ideas for fund raising, but did not settle on anything. They discussed memorials for both Ann Barron and Frank Shepley. They are considering developing special collections. Also, they are planning a written thank you to people who send memorial donations--either using the library notecards, or possibly a printed response. The memorial to Frank will include a reference set on mammals; an evergreen tree to add to the trees he gave, and a paver.
 - C. Art and Decor Committee - has not met
8. Visitors - none present
9. Old Business:
 - A. Building and Maintenance items
 1. Honeywell was at the library today to work on the boilers; they will be back after Feb. 1st to work on the boxes again. The room is quieter now after they reworked the fans. Herb asked about the Y2K and our control panel; Jane indicated that Honeywell says it is OK, but may have to contact ABC who put the panel in; he also asked about the elevator controls, and Jane will check

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on that. Jay suggested getting a letter of compliance for the phone system as well, which Jane will handle .

2. Claim Amount - After reviewing the figures on the claim amount due us from US & G, the board agreed to authorize our lawyer to proceed. Mucha moved that we authorize Janet Petsche to continue to litigate for the amount of \$66,960.92; second by Adams; Motion carried unanimously on a roll call vote.

B. Internet Use Policy - the board reviewed this closely again, and decided to accept it as written; Kelly moved to approve; second by Ruklic; motion carried unanimously.

C. E-rate funding - there is no added information at this time

D. Signatures for special gifts fund - all board members will sign the card as soon as the procedure is clarified.

10. New Business

A. Investment Policy - this will be revisited next month

B. Art Fair - Kelly moved to approve expense of up to \$200. for the Art Fair Award purchase; second by Ruklic. motion carried unanimously on roll call.

C. Authors Day - Adams moved a donation of \$25. for the SSLA Authors Day second by Kelly; motion carried unanimously on roll call.

D. Jane requested approval to attend a class "ABC of Creating a Web Page" to be given by SLS, thus providing us with in-house resourcing for all the staff. Ruklic moved approval of \$300. for the class; second by Adams. motion carried unanimously on roll call.

11. Executive session - not required

Meeting adjourned at 8:45 P.M.

Respectfully,

Marian Engel, Secretary

Marian Engel