

**CRETE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA**

JUNE 16, 1999
7:00 P.M.

1. Call to order
2. Minutes
 - Regular Meeting of May 19, 1999
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. Reroofing Project
 - B. 1999/2000 Meeting Schedule
 - C. Personnel Policy
10. New Business
 - A. Prevailing Wage Ordinance 99-02
 - B. State Gift Ban Act Ordinance 99-03
 - C. Proposed FY99/00 Salary Schedule
 - D. Proposed FY99/00 Budget & Appropriations Ordinance 99-04
11. Adjournment

Crete Public Library Board of Trustees
Regular Meeting
June 16, 1999
7:00 P.M.

1. Meeting called to order by Pres. Mucha at 7:08 p.m.
Trustees present: Engel, Fuller, Kelly, Mucha, Ruklic, Amati. Ab. Schultz.
Others present: Dir. Schulten.
2. Minutes of regular meeting of May 19, 1999 moved for adoption by Amati, second by Engel. Motion carried.
3. Correspondence: 1. Card from Carol Kester, thanking the Children's Department staff for program on butterflies. 2. Request from Gov. Ryan for donation to Springfield collection; tabled until New Business.
4. Bills for payment: Additional bills related to memorials for \$151.90 and \$58.52; additional bill from Wm. Lau for audit for \$1,790 from the capital projects fund. Motion to approve all bills by Ruklic, second by Engel. Motion carried unanimously on roll call vote.
5. Librarian's report: Jane discussed recent public relations/marketing seminar, which she termed enlightening. Board discussed ways of beefing up sharing information with community. Jane reported receiving \$975 grant from state for public relations and marketing. She also noted there are 190 children currently signed up for the summer reading program.
6. Financial report: Reviewed by Schulten. She noted that the library is doing well in keeping on budget. Motion to approve by _____, second by _____.
7. Other reports:
 - A. Friends of the Library: meeting next week; members want to buy copies of coaching books for new coaches.
 - B. Crete Library Foundation: has not met since board's last meeting.
 - C. Art and Decor Committee: has not met since board's last meeting.

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8. Visitors speak: no visitors present.

9. Old Business:

A. Reroofing project:

Jane and Herb opened two bids: one from Qualified Roofers Inc., Crete, for \$98,116, and one from Power Contracting, Lisle, for \$123,890. Herb reviewed both with Ralph Stonebraker, who recommended checking Qualified's credentials and other work. Ralph also recommended he come up to check the work after the upper roof started; he expressed concern over current flashing allowing weep holes on the first floor. Decided to offer job to Qualified. Motion by Engel, second by Ruklic. Motion carried unanimously on roll call vote.

B. 1999/2000 meeting schedule: Meetings will remain the third Wednesday of each month at 7 p.m. Motion by Ruklic, second by Amati.

C. Personnel policy: Salary schedule revised to eliminate the paid lunch time and adjust salaries accordingly. Already been discussed satisfactorily with staff. Revisions to begin July 1, 1999. Motion to approve by Fuller, second by Amati.

10. New business:

A. Prevailing Wage Ordinance 99-02. Jane reported there is no change from previous years. Motion to approve by Amati, second by Ruklic.

B. State Gift Ban Act Ordinance 99-03: Ordinance prohibits accepting monetary gifts. Board president named ethics officer. Motion to approve by Engel, second by Ruklic.

C. Proposed FY99/00 Salary Schedule: Proposed staff salaries reviewed. Motion to approve by Ruklic, second by Fuller. Motion carried unanimously on roll call vote.

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D. Proposed FY99/00 Budget and Appropriations Ordinance 99-04: Notice will appear in Star Newspaper June 19, 1999, giving public 30 days to express opinion. Motion to accept by Engel, second by Ruklic.

E. Volunteer recognition: Jane requested board send letter of congratulations to Andy Knipe, National Honor Society volunteer who has worked at library since October 1997.

F. Gov. Ryan request: Carried over from Correspondence. Ryan requests \$20 to purchase children's book for collection at Governor's Mansion. Motion to accept by Ruklic, second by Amati. Motion carried unanimously on roll call vote.

G. New trustees: List of names, addresses and home phone numbers distributed.

H. Checking account: Mucha suggested new trustees be added on bank and checking account forms.

11. Adjournment: Meeting adjourned at 8:15 on a motion by Engel, second by Fuller.

Respectfully,
Patricia T. Kelly, secretary