CRETE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA

February 18, 2004
7:00 P.M.

1. Call to order

2. Minutes
   Regular meeting of January 21, 2004

3. Correspondence

4. Bills for payment

5. Librarian's Report

6. Financial Report

7. Public comment

8. Other reports
   A. Friends of the Crete Public Library
   B. Crete Library Foundation

3. Old Business
   A. A Day Without Libraries report
   B. Wine & Cheese Party (March 14, 2004)
   C. Personnel

3. Closed Session for the purpose of the appointment, employment, or compensation of specific employees of the public body

4. New Business
   A. Long Range Planning

3. Adjournment

Crete Public Library Board of Trustees
Minutes February, 18, 2004

1. **Call to Order: Meeting called to order by President Ruklic at 7:02 p.m. Trustees attending were Jackie Amati, Susan Fuller, Pat Kelly and Jessica Stoll, Randy Mucha. Absent was Marion Engel. Also, present was Library Director Jane Schulten.**

2. **Minutes: Correct minutes of last meeting to reflect a savings of $94,227.00 in lieu of $9,000 saving from bond refinancing under the Financial Report. Motion to approve minutes of January 21, 2004, meeting by Stoll, second by Amati. Minutes approved unanimously.**

3. **Correspondence: A thank note from the Crete Pantry for food donation. A thank you from Ellen Herman. A thank you letter and a certificate from American Legion Post #1291 for displaying the American Flag at the library. A letter from the Office of the Secretary of State informing the Library of the Per Capitia grant of $23,942.50.**

4. **Bills for Payment: In addition to the regular monthly bills, three additional bills for payment are; Gallagher and Speck for elevator repairs, $3,081.00. Landmark Audio for CD's $768.00. Tasco Industries for pens $277.42. Motion by Mucha, second by Stoll to pay the bills. Motion unanimously approved by voice vote.**

5. **Librarian's Report: Comparative Circulation Activity Report, January through December 2003. It is a count of all circulation activity performed at each SWAN library in ILL.**

6. **Financial Report: Report shows that budget should be at 58% of total for the year. Report does not reflect the Grant the library received. Furniture is at 273.15% due to the purchase of the new copier.**

7. **Public Comment: None**

8. **Other Reports:**
    a. **The Friends will meet on February 19th. Book sale will be March 6th.**
    b. **Foundation: The Foundation met on February 17th to plan the Wine & Cheese Party. Foundation newsletter will be going out soon.**

9. **Old Business:**
    a. **A Day Without Libraries Report: The library did 27 hours of data collection. On an average 37 people an hour came into the library. A total of 367 people a day. One person an hour obtained a library card, 3.9 people an hour asked for tax forms, 4 people an hour used the reference desk, 3 people an hour used the copy machine. 99% of the people surveyed said they were pleased with the library, 132 people were surveyed. Once all surveys are complied it will take about a month to receive the data. A big thank you to all the 200 trained volunteers who helped in all the libraries.**

b. **Wine & Cheese Party: Tickets are on sale for the Cree Monee Educational Foundation fundraiser in cooperation with the Crete Library Foundation. The fundraiser will be March 14th. Tickets are $35.00 each.**
c. **Personnel: the library received six applications for the Head of Children's Services. Jane will pursue two applicants and has already interviewed one of them.**

10. Closed Session: Not Necessary

11. New Business:

a. **Long Range Planning: The Library will be holding a workshop for long range planning. Possible time for this would be after Easter when the survey results are done. Staff and library board to be invited.**
b. **MBA Project: Jessica Stoll is working toward an M.B.A. and would like to audit the circulation desk as her project. This would involve about 3 hours of work at the circulation desk. She would like to do the project the first week of March or at any time convenient to the library. Motion by Kelly, second by Amati to do the project. Stoll abstains from vote. Unanimous vote by remaining board members.**

12. Adjournment: Motion by Amati, second by Fuller. Unanimous vote to adjourn.

Respectfully Submitted

Susan Fuller
Secretary, Library Board Trustee