

CRETE PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA

April 24, 2004
10:00 A.M.

1. Call to order
2. Minutes
 - Regular meeting of March 17, 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
9. Old Business
 - A. 2004 Audit Proposal
 - B. "A Day Without Libraries" draft report
 - C. Long Range Planning
 - D. Library Advocacy Day
10. New Business
 - A. Ordinance 04-01 Amendment to Code of Ethics
 - B. Ordinance 04-02 Building & Maintenance (draft)
 - C. Eagle Scout proposal
11. Adjournment

**Crete Public Library Board of Trustees
Minutes April 24, 2004**

- 1. Call to Order: Meeting called to order by President Ruklic at 10:04 a.m. Trustees attending were Marian Engel, Jackie Amati, Susan Fuller, Pat Kelly and Jessica Stoll. Absent was Randy Mucha. Also, present was Library Director Jane Schulten.**
- 2. Minutes: Motion to approve minutes of March 18, 2004, meeting by Engel, second by Amati. Minutes approved unanimously.**
- 3. Correspondence: A thank note from Gail Komer for the plant she received from the library to welcome her as our newest employee.**
- 4. Bills for Payment: Additional bills to be paid were Center Point Large Print Books, donated by Friends, \$440.11. Elmer & Sons Locksmith for the repair of the handicapped door, \$520.15. Computer CPU, at \$348. Motion by Stoll, second by Amati to pay the bills. Motion unanimously approved by voice vote.**
- 5. Librarian's Report: The library now has three employees that are over 60 years old and may possibly be looking at retirement. Jane wanted to make the Board aware of this for possible changes to the staffing positions.**
- 6. Financial Report: Report shows that budget is at 70% of total for the year. Income in property tax was up compared to last year. Per Capita Grant money came in. Developer fees income is higher. Utility costs are down.**
- 7. Public Comment: None**
- 8. Other Reports:**
 - a. Friends: Will meet on April 29th.**
 - b. Foundation: Will not meet again until September 2004.
201-U Foundation Party with the Library Foundation raised \$4,800.**
- 9. Old Business:**
 - a. 2004 Audit Proposal: The Board reviewed three proposals for the annual audit for the library. Currently William A. Lau & Co. does both monthly accounting and the annual audit for the Library. Their proposal was \$3640. The other two proposals were Knutte & Associates, P.C., at \$3400 and O'Neill & Gaspardo, at \$4000. Motion by Stoll to accept the three year contract for audit services with Knutte & Associates, second by Engle. Voice vote yes, Engel, Amati, Fuller, Stoll, Kelly. No vote, Ruklic. Motion approved.**
 - b. Imagine A Day Without Libraries: A final report will be available at the Long Range Planning meeting.**

- c. **Long Range Planning:** This meeting will be May 1, 2004. Board members, Department heads and volunteers who did the survey for Imagine A Day Without Libraries are invited to attend. Goals and objectives for the future of the library will be discussed, along with the Survey.
- d. **Library Advocacy Day:** Jane was able to meet with Debbie Halvorson and George Scully to discuss library needs. She felt that it was a worthwhile day.

10. New Business:

- a. **Ordinance 04-01 Amendment to Code of Ethics:** This ordinance replaces the State Gift Ban Ordinance. This regulates ethical conduct, political activities and the making and accepting of gifts. Motion by Engel to approve Ordinance 04-01, second by Amati. Unanimously approved.
- b. **Ordinance 04-02 Building & Maintenance (draft):** Ordinance 04-02 is the special levy for building and maintenance that must be approved and published every year. Motion by Kelly, second by Amati to approve. Unanimously approved.
- c. **Eagle Project:** Jane was approached by Chris Wagner about the possibility of doing his Eagle Project at the library. Jay Ruklic will contact Chris and Todd Dykton about his plans for the project.

11. Adjournment: Motion by Stoll, second by Amati. Unanimous vote to adjourn.

Respectfully Submitted

Susan Fuller
Secretary, Library Board Trustee