

**CRETE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA**

July 21, 2004
7:00 P.M.

1. Call to order
2. Minutes
 - Regular meeting of June 16, 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. Eagle Scout Proposal
 - B. Personnel
 - C. Grant update
10. New Business
 - A. Administrative Librarian –annual review
 - B. Personnel Policy update
11. Adjournment

**Crete Public Library Board of Trustees
Minutes July 21, 2004**

- 1. Call to Order: Meeting called to order by President Ruklic at 7:04 p.m. Trustees attending were Jackie Amati, Susan Fuller, Randy Mucha. Absent were Marion Engel, Jessica Stoll & Pat Kelly. Also, present was Library Director Jane Schulten and guest Chris Wagner, Mr. Wagner and Mr. Kester.**
- 2. Minutes: Motion to approve minutes of June 16, 2004 meeting by Mucha, second by Fuller. Minutes approved unanimously.**
- 3. Correspondence: None**
- 4. Bills for Payment: In addition to the regular monthly bills, five additional bills for payment are; CPLD Petty Cash, Special Gifts Fund (Foundation DVD's) \$329.52. McCann Group, LLC, Special Gifts Fund (Foundation 2 computers) \$1,446.00. Health Professions Press, Special Gifts Fund (Caregiver grant) \$449.85. Landmark Audio Books, Special Gifts Fund (Foundation CD books) \$512.00. Also, the bill from Pavements Maintenance Solutions was received in the amount of \$3,200.00 for seal coating, crack fill and stripping of the parking lot. Motion by Mucha, second by Amati to pay the bills. Motion unanimously approved by voice vote.**
- 5. Librarian's Report: Nothing new to report.**
- 6. Financial Report: Exhibit 4, End of Year Report does not reflect a misc. grant of \$2,000.00 for the copy machine. LSTA grant only half of grant has been paid. Exhibit 5, library supplies amount is overstated due to input error.**
- 7. Public Comment: None**
- 8. Other Reports:**
 - a. Friends have not met.**
 - b. Foundation has not met**
- 9. Old Business:**
 - a. Eagle Project: Chris Wagner with Boy Scout Troop 123 from Crete is proposing to do his Eagle Project by working to clean out the underbrush, remove weeds, fallen trees, garbage and any obstructions to the creek. Chris will get as many Boy Scouts from the Troop involved as well as trying to get members of the National Honor Society to help. He would like to start project in September or early October. The library will have access to an expert from the Audubon Society to help identify native plants to our area. Chris will keep the Library Board up to date with his plans as they further develop. Motion by Amati to accept this plan, second by Mucha. Motion approved unanimously.**

- b. Personnel:** One employee of the library has left her position over the issue of proper library employee attire. When this employee failed to return to work, Ms. Schulten sent a letter addressing her absences from work. Ms. Schulten has received no response from the employee. Carol Bruins is now working 4 hours a week. Tiffany Amschl has been hired as Head of Adult Services. Jen Pagnini, Head of Circulation is leaving the Library after accepting a full-time position with the Frankfort Library. Deb Meder, currently Assistant Head will take over as Head of Circulation. Dawn Vanderbilt is a new employee in Circulation Department.
- c. Grant Update:** The grant the Library was hoping to get from the Audubon Society for \$500.00 did not happen. However, they are happy to assist in the Eagle project by identifying the native plants on the Library property.
- d. Other Grants:** 1. Rub-A-Dub-Dub: Some Poems in a Tub, grant project developed by the Children's Department would provide program ready, multi-media poetry kits for the children in the library district and their service providers. 2. Phase II "A Day Without Libraries," will be to develop a survey for use out in the community, using grocery stores, fast food places and METRA stations to survey residents at large. 3. Park Forest cooperative grant proposes having the Health Department visit area libraries to provide screening and testing. 4. Grand Prairie proposes Library-Palooza! party, price of admission is library card. There would be music, authors of books and variety of entertainment.

10. New Business:

- a. Administrative Librarian-Annual Review:** Time to begin the yearly process of Librarian review.
- b. Personal Policy Update:** Ms. Schulten passed out to all attending Board members information attained from other libraries regarding Dress Code guidelines used by them. Also, information passed out regarding unexcused absences. Information we should all review for the next meeting to possibly update the Personal manual.

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

Respectfully Submitted

**Susan Fuller
Secretary, Library Board Trustee**