CRETE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA

August 18, 2004
7:00 P.M.

BUDGET & APPROPRIATIONS HEARING
BOARD MEETING

1. Call to order

2. Minutes
   Regular meeting of July 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

9. Old Business
   A. 2004 Budget & Appropriations Ordinance 04-03
   B. Personnel update
   C. Administrative Librarian –annual review

10. Closed Session (performance review)

11. New Business
    A. 2003/04 ISL Annual Report
    B. Appointment of Secretary's Audit Committee
    C. Illinois Library Association Conference
    D. 2005 Wine & Cheese Party request
    E. Building report

12. Adjournment

Crete Public Library Board of Trustees
Minutes August 18, 2004

1. **Call to Order: Meeting called to order by President Ruklic at 7:01 p.m. Trustees attending were Amati, Fuller, Mucha, Kelly and Engel. Absent Jessica Stoll. Also, present was Library Director Jane Schulten.**

2. **Minutes: Motion to approve minutes of July 21, 2004 meeting by Mucha, second by Kelly. Minutes approved unanimously.**

3. **Correspondence: An announcement for a reception at the Orland Park Library on September 12, 2004, at 1:30 p.m. A thank you note from Mardie Tuttle to the Library. Mardie wanted the Library to know that the Library is a wonderful asset to our community. Debra Ruklic, Chairperson of the High School Post Prom committee sent a thank you note for the Library donation of a dictionary for the Post Prom.**

4. **Bills for Payment: In addition to the regular monthly bills, one additional bill for payment; LW Book Sales for $1,131.22. This is for antiques and collectible books. The Library Foundation donated the money to the Library for the purchase. Motion by Mucha, second by Engel to pay the bills. Motion unanimously approved by voice vote.**

5. **Librarian's Report: New employee Tiffany Amschl doing a great job. Working on next Library Newsletter and programs for the fall. Saturday, September 11th will be a voter registration day at the Library.**

6. **Financial Report: Exhibit 5, line items A-V material, cultural/education programs and maintenance/office equipment above average spending for first month of fiscal year. Will be in line by end of the year.**

7. **Public Comment: None**

8. **Other Reports:**
    a. **Friends: No announced meeting. The group has lost members and needs specific goals for the group to get back on track.**
    b. **Foundation: Next meeting will be Tuesday, September 2nd.**

9. **Old Business:**
    a. **2004 Budget & Appropriations Ordinance 04-03: Motion by Mucha, second by Amati to approve Ordinance 04-03. Motion approved unanimously.**
    b. **Personnel Update: The Board will recognize Carol Bruns retirement with a gift and plague at the annual holiday party.**

c. **Administrative Librarian/Annual Review: The Board should take the time within the next week and fill out the annual performance evaluation for Library Administrator, Jane Schulten. Call or email Ruklic.**

10. **New Business:**
    a. **2003/04 ISL Annual Report: This report is now in rough draft form. The report will elaborate on the state of public libraries in Illinois.**
    b. **Appointment of Secretary's Audit Committee: Jackie Amati and Pat Kelly volunteered to read the Secretary's Minutes for the year.**
    c. **Illinois Library Association Conference: The conference will be held at Navy Pier beginning Friday October 1st. This day is free to library staff. Since the library in closed on this day, the library employees will meet in Homewood to take a bus up to the Conference. Motion by Mucha that the Library purchase four badges for employees to use on the other days and that the library will pay the $90.00 fee for up to two Board members to attend. Second by Engel. Voice vote unanimous.**
    d. **2005 Wine & Cheese Party Request: Need to gather more information before a decision is made. Tabled until the next meeting**
    e. **Building Report: Possible problem with the compressors, two are running at the same time. Honeywell would make a service call and make recommendations. Cost $100.00. Ruklic has used Portable Service Tool before for his own business and will call them about coming out to the library to check the compressors.**

Other New Business:

a. **September Meeting: Meeting for September is changed from the 15th to the 22nd.**

b. **Ruklic announced that Jessica Stoll would be resigning from the Board. Her letter of resignation to the Board should be received by the next meeting. Her job has kept her out of town and unable to attend monthly meetings.**

11. **Adjournment: Motion by Kelly, second by Mucha. Unanimous vote to adjourn at 7:59 p.m.**

Respectfully Submitted

Susan Fuller
Secretary, Library Board Trustee

Crete Public Library Board of Trustees
August 18, 2004

The Budget and Appropriations Hearing called to Order at 7:00 p.m. by President Ruklic. In attendance were Trustees, Amati, Engel, Fuller, Mucha, Kelly and Jane Schulten, Library Director.

No public attendance. Meeting adjourned at 7:01p.m.