

CRETE PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA

September 22, 2004
7:00 P.M.

BOARD MEETING

1. Call to order
2. Minutes
Regular meeting of August 18, 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 project
 - B. Administrative Librarian –annual review
10. New Business
 - A. Board of Library Trustees
 - I. Crete Library Foundation representative
 - II. Board vacancy
 - A. 2003/04 Treasurer's Report
 - B. Technology Report
11. Adjournment

**Crete Public Library Board of Trustees
Minutes of September 22, 2004**

- 1. Call to Order: Meeting called to order by Vice-President Kelly at 7:00 p.m. Trustees attending were Amati, Fuller and Mucha. Absent Stoll, Ruklic and Engel. Also, present was Library Director Jane Schulten.**
- 2. Minutes: Motion to approve minutes of August 18, 2004 meeting by Mucha, second by Amati. Minutes approved unanimously. Motion to approve Budget and Appropriations Hearing minutes with a correction to the date of August 19th to August 18th, by Mucha, second by Amati. Minutes approved unanimously.**
- 3. Correspondence: An e-mail from the Tinley Park Public Library inviting the Library Board to attend their Dedication ceremony October 3, 2004 at 3:00p.m.**
- 4. Bills for Payment: In addition to the regular monthly bills, one additional bill for payment; Matt's Printing for \$4,920.00. This was LSTA Grant money from "A Day Without Libraries" to print project results, both the regional study and individual library studies. Motion by Mucha, second by Amati to pay the bills. Motion unanimously approved by voice vote.**
- 5. Librarian's Report: Tiffany Amschl will now be writing an Adult Services Report. Nine prints were donated to the Library from the now closed Silverton's restaurant. Schulten would like suggestions on where to hang the pictures in the Library. The last time to register to vote at the Library is October 5th.**
- 6. Financial Report: The financial report looks good. All categories are within normal ranges.**
- 7. Public Comment: None**
- 8. Other Reports:**
 - a. Friends: Will meet September 28th, Tuesday night. Pat and Larry Wagner long time supporters of the Library will be moving from Crete and will be greatly missed. There may be fall book sale on October 23rd.**
 - b. Foundation: The Foundation gave money to the Library for the purchase of Antique books (\$1,000) books on CD's (\$1,200) and DVD's (\$1,000). All Officers on the Foundation will remain the same. Discussed having the Wine & Cheese party at the Library, but no decision was made.**
- 9. Old Business:**
 - a. Eagle Project: Chris Wagner working on his Eagle Scout project will begin this weekend with the help of other Boy Scouts. Chris**

has asked that lunch be available to all the workers. Motion by Amati to set aside \$200.00 for lunches for three consecutive weekends, second by Mucha. Voice vote unanimous. Chris needs a decision on whether or not to plant prairie grass. This grass does not get mowed, but helps in controlling weed growth. Maintenance of the prairie grass would be about \$100.00 a month, a fee that the Library would have to pay. Motion by Mucha not to plant prairie grass due to maintenance costs, second by Amati. Voice vote unanimous. Since Schulten will be out of town the first weekend of work, Amati will arrange for lunches.

- b. **Administrative Librarian-Annual review: Tabled until next meeting.**

10. New Business:

- a. **Board of Library Trustees**
 - I. **Crete Library Foundation Representative: Susan Fuller has been the representative from the Board to the Library Foundation for three years. She is unable to continue attendance at the meetings. Pat Kelly has volunteered to take this position.**
 - II. **Board Vacancy: Jessica Stoll has submitted a resignation letter to the Board. Motion by Mucha to declare a vacancy on the Board that will expire in 2005, second by Amati. Schulten will post the vacancy, a press release will be done and packets will be put together for applicants applying for the vacancy. Board members will interview applicants. The Board hopes to have a person to fill the position by the November meeting. Thank you to Jessica Stoll for her years on the Board.**
- b. **2003/04 Treasurer's Report: Copy machine receipts are now accounted separately from the rest of the desk receipts. Need to put on agenda for up coming meeting Developer fees. This represents lost revenue to the library.**
- c. **Technology Report: Schulten has done an inventory report on the computers in the library. There are 31 in building. Sixteen of them are Pentium II s. Library will need to purchase four new computers, three for the Circulation Desk and one for the adult public 15-min. Internet. The library will also purchase some refurbished ones to replace other old PCs.**

11. Adjournment: Motion by Mucha, second by Amati. Unanimous vote to adjourn at 7:43 p.m.

**Respectfully Submitted
Susan Fuller
Secretary, Library Board Trustee**

