

# **CRETE PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA**

October 20, 2004  
7:00 P.M.

## **BOARD MEETING**

1. Call to order
2. Minutes  
Regular meeting of September 22, 2004
3. Correspondence
4. Bills for payment
5. Librarian's Report
6. Financial Report
7. Public comment  
CM201U Educational Foundation – Kelly Place
8. Other reports
  - A. Friends of the Crete Public Library
  - B. Crete Library Foundation
9. Old Business
  - A. Eagle Scout project
  - B. Wine & Cheese Party 2005
  - C. Administrative Librarian –annual review
  - D. Board of Library Trustees - vacancy
10. New Business
  - A. Tentative FY2005 Levy
11. Adjournment

**Crete Public Library Board of Trustees  
Minutes of October 20, 2004**

- 1. Call to Order: Meeting called to order by President Ruklic at 7:00 p.m. Trustees attending were Amati, Fuller, Mucha, Kelly and Engel. Guest Kelly Place. Also, present was Library Director Jane Schulten at 7:10 p.m.**
- 2. Minutes: Motion to approve minutes of September 22, 2004 meeting by Mucha, second by Kelly. Minutes approved unanimously.**
- 3. Correspondence: Crete Art Fair will be held February 12, 2005 at the Will County Fairgrounds, 9 a.m. to 4 p.m. Jane will refer the mailer to the Library Foundation.**
- 4. Bills for Payment: In addition to the regular monthly bills, one additional bill for payment; The McCann Group for \$3,130.00 for 4 new computers and 2 monitors. Motion by Mucha, second by Engel to pay the bills. Motion unanimously approved by voice vote.**
- 5. Librarian's Report: Auditors rescheduled for next meeting. JTP Lawn will continue to do the snow plowing, but the price has gone up about 10%. This is acceptable to the Board since there has not been a raise in the cost for four years. A person has approached the Library about a book discussion group. The Library does not want to sponsor or endorse this discussion group, but will allow the group to meet at least one time.**
- 6. Financial Report: The financial report looks good for the first quarter.**
- 7. Public Comment: Kelly Place, President of the CM Education Foundation spoke to the Library Trustees about having the annual Wine & Cheese party at the Library. Schulten has asked that the Library Board and the Foundation members take a greater role in the organization of the party and the clean up. Kelly will speak to the Foundation members to get their help. The party is set for 3/13/05. Schulten feels that the party really belongs at the library. Motion by Amati, second by Engel to allow the Wine & Cheese Party at the library. Unanimous vote.**
- 8. Other Reports:**
  - a. Friends: Amati has become involved with the Friends. The Book sale will be Saturday, 10/23/04. Volunteers are needed for the sale. Boy Scouts will help along with National Honor Society students. Friends gave \$905.00 to both the Children's and Adult Services Department. The Friends will honor past employees of the Library by purchasing a book in their name. Next meeting will be the third Tuesday of November.**

- b. **Foundation:** The Foundation will meet the second Tuesday in November.

**9. Old Business:**

- a. **Eagle Project:** The library is very pleased with the work Chris Wagner and the Boy Scouts did for his Eagle Scout project. The library will be discussing how to care for the area as spring approaches. Ruklic wrote a letter to Chris expressing how great the area looks. Amati suggested that Friends of the Library might be interested in doing the clean up in the spring and fall.
- b. **Wine & Cheese Party 2005:** Discussed under Public Comment.
- c. **Administrative Librarian Annual Review:** The Library Trustees have agreed that Ms. Schulten has performed her job for the library exceptionally.
- d. **Board of Library Trustees Vacancy:** Three letters of interest have been turned in. Board will interview the candidates on 10/30/04, beginning at 10 a.m. Thirty minutes for each interview.

**10. New Business:**

- a. **Tentative FY2005 Levy:** Asking for 6% more over last year. Motion by Kelly, second by Mucha to tentatively approve the Levy. Since the public must be made aware of the proposed increase, Schulten will have it printed in the local newspapers.
- b. **Treasurer:** With the resignation of Stoll as Treasurer, Mucha volunteered to fill the position.
- c. **Schulten Pay Raise:** Mucha will discuss with Schulten and raise will be discussed at November meeting.
- d. **Village Banners & Video:** Village has approached the library to buy banners. The cost for seven banners is \$3,750. Schulten will ask the Friends and the Foundation to consider the purchase.
- e. **Crete Prints:** A letter of thanks went to Vic Perdue from *Vic's on Main* and Phyllis Monks from the Crete Historical Society for the donation of the Crete pictures that will now hang in the Library.

- 11. Adjournment:** Motion by Amati, second by Fuller. Unanimous vote to adjourn at 8:20 p.m.

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