

**CRETE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA**

February 16, 2005
7:00 P.M.

BOARD MEETING

1. Call to order
2. Minutes
 Regular meeting of January 19, 2005
3. Correspondence
4. Bills for payment
5. Librarian's Report
6. Financial Report
 2004 Financial Audit presentation - Knutte & Associates
7. Public comment
8. Other reports
 - A. Friends of the Crete Public Library
 - B. Crete Library Foundation
9. Old Business
 - A. 2005 Referendum
 - B. 2005 Wine & Cheese Party
10. New Business
 - A. Building & maintenance update
11. Adjournment

Crete Public Library Board of Trustees
Minutes of February 16, 2005

1. Call to Order: Meeting called to order by President Ruklic at 7:00 p.m. Trustees attending were Amati, Fuller, Kelly, Engel, Tuttle and Mucha. Also, present was Library Director Jane Schulten and library auditor representative Christy Cole from Knutte & Associates.
2. Minutes: Move to approve Minutes of regular meeting by Kelly, second by Mucha. Minutes approved unanimously.
3. Correspondence: Thank you notes were received from The Crete Pantry for Library donation of food at Christmas time. An announcement from the Glenwood-Lynwood Public Library District announcing the opening of their Bookmobile on February 26, 2005. A letter from the Secretary of State, Jesse White awarding the FY2005 Per Capita Grant to the Crete Library in the amount of \$24,380.
4. Bills for Payment: Additional bill for payment from Book Wholesalers, Inc. in the amount of \$303.90 for children's books. The Library Foundation donated this money to the Library for the purchase of the books. Motion by Kelly, second by Engel to pay the bills. Motion unanimously approved by voice vote.
5. Librarian's Report: Barb Cox will retire from the library on May 1, 2005. Pizza Party for 18 young adults was a great success. Steger Library now has a new Director, Tracy Ducksworth.
6. Financial Report: Mucha thinks the Financial Report is in good shape. Christy Cole from Knutte & Associates the new audit firm attended the Board meeting to explain the difference in the Comprehensive Annual Financial Report for the year ended June 30, 2004. The audit report showed significant differences in audit procedures due to the new GASB34 regulations. Ms. Cole reported that the library was following sound accounting practices and that its "internal controls appear strong and reliable".
7. Public Comment: None.
8. Other Reports:
 - A. Friends: Friends provided Valentine Day treats to the Library staff. Next meeting is February 22, 2005. The Friends will be providing the desserts for the Wine & Cheese Fundraiser and will be offering support for the April 5th Referendum. The Friends newsletter went out in January.
 - B. Foundation: Foundation donated up to \$300.00 for the purchase of art work for the Library from the Crete Art Fair. President Ruklic and Director Schulten chose a picture at the Art Fair for the Library. Tickets for the Wine & Cheese Fundraiser are on sale at the Library or can be purchased from any

Trustee or Foundation member. The Foundation plans to support a Wi-Fi wireless network for the library with the proceeds from the Wine & Cheese Party. Wi-Fi "Hotspot" information was presented and discussed.

9. Old Business:

- A. 2005 Referendum:** Discussed first referendum meeting. Discussed a library statement for public presentation. This will unify all those making a presentation to the public. Kelly will draft a library statement on the referendum.
- B. 2005 Wine & Cheese Party:** Tickets on sale at the library. Some people have already volunteered to help set-up and clean-up after the fundraiser.

10. New Business:

- A. Building & Maintenance:** Honeywell will be preparing suggestions for monitoring the library's heating and cooling system.

Adjournment: Motion by Mucha, second by Fuller. Unanimous vote to adjourn at 8:27 p.m.

Respectfully Submitted
Susan Fuller
Secretary, Library Board Trustee