

CRETE PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA

JANUARY 18, 2006
7:00 P.M.

BOARD MEETING

1. Call to order
2. Minutes
 - Levy Hearing of November 16, 2005
 - Regular meeting of November 16, 2005
 - Special Meeting of December 9, 2005
3. Correspondence
4. Bills for payment
5. Librarian's Report
6. Financial Report
 - 2005 Audit Report - Christy Coles (Knutte & Associates)
7. Public comment
8. Other reports
 - A. Friends of the Crete Public Library
 - B. Crete Library Foundation
 - C. Citizens for the Crete Public Library
9. Old Business
 - A. Building Report (Honeywell)
 - B. 2006 Referendum (March 21, 2006 General Primary Election)
10. New Business
 - A. SWAN Release 2005 issues
11. Adjournment

**Crete Public Library Board of Trustees
Minutes of January 18, 2006 Meeting**

- 1. Call to Order:** Meeting called to order by President Ruklic at 7:04 p.m. Trustees attending were Tuttle, Amati, Engel, Fuller, Borgia and Kelly. Also, present was Library Director Jane Schulten. Also present was auditor Christy Coles from Knutte & Associates.
- 2. Minutes:** Move to approve Levy Hearing Minutes from November meeting by Engel, second by Amati. Minutes approved unanimously. Move to approve Regular November Board meeting minutes by Kelly, second by Engel. Minutes approved unanimously. Move to approve Special November meeting minutes by Kelly, second by Engel. Minutes approved unanimously.
- 3. Correspondence:** Thank you notes were received from Laura Starr, Chris LeVault, Laura Becker, Laura Bruns and Peggy Bolm for the \$50.00 gift cards at Christmas. Jane Schulten also sent a thank you card. The Crete Chamber will be holding their annual installation dinner on February 4th. New Chamber Board member Schulten encourages Library Trustees to attend.
- 4. Bills for Payment:** One additional bill to be paid from the Trustees Fund in the amount of \$339.46. This was for the purchase of large print books. Motion by Engel, second by Amati to pay the bills. Motion unanimously approved by voice vote.
- 5. Librarian's Report:** New Children's Assistant is Kathy Majewski. Due to the overwhelming popularity of the library's meeting rooms, there have been some scheduling conflicts which left one group (a non-resident self help group) upset that they had lost the large meeting room to a local organization. The Women's Club of Crete is helping with the book discussion group at the library. They have also volunteered to help with an Oscar night party on 3/5/06. Other Board members will be needed to help with the event.
- 6. Financial Report:** Half way through the 05/06 budget. 43% of the budget has been spent. Cost of gas is on the rise. 62% of this budgeted item has been spent. November cost was \$3,216.89. December cost \$5,014.45. Audit Report: Christy Coles from Knutte & Associates presented the Annual Audit Report. The library has \$63,535.00 in the General Fund up from last year's \$27,452. This is about one and a half months of reserves. Library also received two LSTA Grants, \$3700.00 for children's poetry and folklore materials and \$2,700.00 for adult health materials. Total net assets of the library are \$1,651.079. \$170,000 of debt paid down.
- 7. Public Comment:** None.
- 8. Other Reports:**
 - A. Friends:** There was no December meeting. The group did donate \$500.00 to the Citizens for the Crete Public Library to defray cost of upcoming referendum. There are still a few calendars for sale by the Friends group. The Friends will be holding a book sale on 3/4/06.

- B. Foundation:** The Foundation donated \$700.00 to the Citizens of the Crete Public Library to defray cost of upcoming referendum. The Foundation once again will donate funds to the library in order to purchase art work at the upcoming Crete Art Faire on February 11, 2006. The group will be meeting in March to discuss fundraising
- C. Citizens Committee:** The committee will be having an organizational meeting on Saturday January 21st to discuss the Referendum. The community is invited to attend and sign up to help the Committee. Lunch will be served.

9. Old Business:

- A. Building Report:** The Board discussed recent problems with the building's heating system and Honeywell's lack of response. The library has had a service contract with Honeywell for over 8 years. The Board will decide before the expiration of the contract whether to renew this contract again or find other vendors to provide the needed services. A letter will be sent to Honeywell recapping the problems and expressing the library's concerns.
- B. 2006 referendum (March 21, 2006 General Primary Election):** An article will appear in the Thursday edition of The Star Newspaper detailing why the Library is going for another referendum in March.
- C. Fax:** The library will not be able to put a fax machine in. There is not enough foot traffic to make it financially worthwhile to the company providing the equipment.
- D. Crete Area Chamber of Commerce:** The stand to be put in the library is still in the works. The stand would have information about the Chamber and its business members.
- E. Defibrillator:** The new Bank Calumet in Steger presented the Crete Public Library with a check for \$900.00 at the grand opening ceremonies. The funds will be used to purchase an easy-to-use defibrillator for the library.

10. New Business:

- A. SWAN Release 2005 Issues:** The November 2005 Innovative software update did not go well at all. SWAN member libraries began noticing problems with patron files, fines disappearing and reappearing and incorrect statistics. Due to this problem the circulation statistics for the past two months are unreliable.

Adjournment: Motion by Borgia, second by Kelly. Unanimous vote to adjourn at 8:15 p.m.

Respectfully Submitted
Susan Fuller
Secretary, Library Board Trustee