

CRETE PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA

May 17, 2006
7:00 P.M.

BOARD MEETING

1. Call to order
2. Minutes
Regular meeting of April 19, 2006
3. Correspondence
4. Bills for payment
5. Librarian's Report
Zone 8 & 9 Legislative Breakfast May 18, 2006
6. Financial Report
7. Public comment
8. Other reports
 - A. Friends of the Crete Public Library
 - B. Crete Library Foundation
9. Old Business
 - A. Long Range Planning
Position Reclassification & Salary Study –
Kepner & Associates, Inc
 - B. Building & Maintenance Levy Ordinance 06-01
 - C. Memorial Day Parade
10. New Business
 - A. Board vacancy
 - B. FY2006/07 Budget & Appropriations Ordinance 06-02 (draft)
 - C. FY2006/07 Prevailing Wage Ordinance 06-03 (draft)
 - D. FY2006/07 Board Meeting Ordinance 06-04 (draft)
 - E. *Serving Our Public* review (2007 Per Capita Grant)
Chapter VI Programming
Chapter VII Access
11. Adjournment

**Crete Public Library District
Board of Trustees
Minutes May 17, 2006**

- I. Meeting called to order by President Ruklic at 7:09 p.m. Present: Trustees Ruklic, Kelly, Borgia, Engel, Tuttle, Amati, and Director Schulten. Absent: Trustee Fuller.
- II. Minutes: Kelly moved and Borgia seconded approval of April 19, 2006 minutes. Unanimous voice vote to approve.
- III. Correspondence: 1) Letter of resignation from Trustee Susan Fuller dated May 17th. 2) Thank you note from Crete-Monee High School Post Prom committee for donation of dictionary to Post Prom. 3) Letter from President Ruklic thanking Susan for her years of service and accepting her resignation.
- IV. Bills for payment: No additions. Engel moved to approve, Kelly seconded, all voted in favor by voice vote.
- V. Librarian's report: State Rep. Scully will attend the legislative breakfast; State senator Halvorson will not. Circulation is rising. Last Wednesday was the party for the Coffee Connection Kids. On Tuesday May 23rd at 2:00 the Chamber of Commerce Kiosk will be dedicated. Librarian commended Children's Librarian Gail Scott for the summer program flyer. An incidence of vandalism occurred on May 13th: the Kiwanis plaque on the flag pole was removed and smashed. A police report was filed and the glass taken for evidence.
- VI. Financial Report: Budget is on track. Received \$7400.00 in impact fees from St James Manor. Developer fee can be used for materials. Eleven staff members are attending "Reaching Forward" staff development seminar.
- VII. Public Comment: no public present.
- VIII. Other Reports:
 - Friends of the Library: parade plans include staff book cart drill team and 10 to 12 friends, organized by Mardie Tuttle, to walk and distribute candy. Banner not available but signs will be carried. Children's department received a donation for "Marilyn's Chair" in honor of the late Marilyn Godfrey. Bags for the adult summer reading program have been ordered.
 - Crete Library Foundation: Have not decided about "Flamingo Flocking". Discussed holding an online auction. The Board will meet July 2nd to work on a membership drive. .

- IX. Old Business:
- A) Long Range Planning: Position Reclassification & Salary Study – Kepner and Associates, Inc. Cost \$6,000.00 plus \$1,000.00 for benefits analysis. Amati moved to accept proposal, Engel seconded, all trustees present voted aye.
 - B) . B) Building and Maintenance Levy Ordinance 06-01. Maximum rate .002 (30,000.00 a year). Kelly moved to approve, Engel seconded. All trustees present voted aye.
 - C) C) Memorial Day Parade: Eight staff on drill team are practicing and developing routines. T-shirts for marchers. Tuttle organized group of Friends of Library to participate.
- X. New Business:
- A) Board Vacancy: Engel move to accept Susan Fuller’s resignation. Tuttle seconded. All agreed. Schulten will post vacancy in Building, in the Crete Record and Library Newsletter. Applications will be due by June Meeting with interviews held as soon as possible. Hope to appoint new member by July.
 - B) FY2006/07 Budget and Appropriations Ordinance 06-02 (draft)
 - C) FY2006/07 Prevailing Wage Ordinance 06-04 (draft)
 - D) FY 2006/07 Board Meeting Ordinance 06-04 (draft).
- Items B,C, and D will be up for passage in June meeting.
- E) Review of Chapter VI and VII of “Serving Our Public”. These chapters deal with access and programming.
 - F) Defibrillator donation has not been purchased. President Ruklic will check out possibilities.
 - G) Trustee Tuttle inquired about the missing books in the Children’s Department. Director Schulten agreed that more security is needed but current systems are either ineffective or extremely expensive. Our loss is up but not so great as to warrant the expense at this time.
 - H) President Ruklic passed out evaluation forms for the annual Board review of the Director. He asked that that be turned in to him before the next meeting.
- XI. Adjournment: Engel move to adjourn at 8:15 p.m. Kelly seconded. Accepted by unanimous voice vote.

Respectfully submitted,

Jacqueline Amati
Secretary