

CRETE PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA

October 18, 2006
7:00 P.M.

BOARD MEETING

1. Call to order
2. Minutes
 - Regular meeting of September 19, 2006
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. Fall Family Fun Fest
 - B. Long Range Planning
 - Financial consultants
 - C. Building maintenance
 - I. Snow removal RFP
 - II. Fire alarm system maintenance
 - III. Phone system
10. New Business
 - A. FY2006 Levy
 - B. Building maintenance (boiler work)
11. Adjournment

CRETE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES - MINUTES 10/18/06

I. Call to Order: 7:03 p.m. Present: Amati, Borgia, Engel, Kelly, Ruklic, Tuttle, Warren, and Director Schulten.

II. Minutes: Tuttle moved to approve, Warren seconded. Motion passed.

III. Correspondence: A) Will Co. Board of Review notified us of three protests (2 on State Street TIF district) about taxes. B) Notice of \$250.00 grant for Caregiver Resource Center. C) Note from director thanking board for support for Fall Fest.

IV. Bills for payment: Additional bills: \$3,859.38 (from Capital Project fund) for McCann Group; \$124.64 for Centerpoint large print books; \$50.00 for Municipal Services Inc. (Bond holder). The \$285.00 bill from the Chicago Crime Commission was a group purchase for other libraries and government entities. We will be reselling them. Kelly moved to approve all bills, Engel seconded. Tuttle, Amati, Engel, Warren, Borgia, Kelly, and Ruklic all voted "aye". Motion passed.

V. Librarian's Report: Met with the new Special Ed Director at High School about the Coffee Connection. Service will start Wednesday. The motor on the refrigerator in the Coffee Connection was replaced for \$250.00. Packaged Biscotti will be sold this year.

VI. Financial Report: Treasurer reported that Capital Funds, Revenue, Interest, Spending, "Just about right" for this time of the fiscal year.

VII. Public Comment: As usual, no public, no comment.

VIII. Other Reports: A) Friends of the Library: S'mores big hit at Fall Fest. B) Foundation did not meet.

IX. Old Business: A) Fall Family Fun Fest: Everything went well; participants had a good time. Ground was soft and some turf was disturbed. It will cost about \$400.00 to repair. Engel moved to pay for repairs, Borgia seconded. Motion passed unanimously on a roll call vote. B) Long Range Planning: Borgia moved to sign letter of agreement with Griffin, Kubik, Stephens, & Thompson, Inc. for financial advice with a limit of \$10,000.00. Tuttle seconded. Tuttle, Amati, Engel, Warren, Borgia, Kelly, Ruklic, all voted "aye". Motion passed. C) Building Maintenance: 1) Snow removal--bids will be ready at next meeting. 2) Fire Alarm maintenance--Tuttle moved to accept bid from Phoenix Fire Systems; Warren seconded. Motion passed unanimously. 3) Phone System--bids will be on agenda for November meeting.

X. New Business: A) FY2006 Levy--will have to have extra meetings on levy to discuss financials. Not due until third

Tuesday in December. B) Building Maintenance--Boilers need

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X.B. continued: sensors replaced. Tuttle moved to have Arctic replace them, Engel seconded. Motion passed unanimously on roll call vote. C) Memorial discussed for the late Elmer "Bud" Engel. D) Ruklic, Warren, Kelly are up for re-election in spring. Election material is available at Library. Borgia moving out of district this winter.

XI. Adjournment: Kelly moved to adjourn at 8:45 p.m. Engel seconded. Motion passed.

CRETE PUBLIC LIBRARY BOARD OF TRUSTEES - MINUTES 12/12/2006

LEVY HEARING

call to Order: 7:07 p.m. Present: Borgia, Engel, Kelly, Ruklic, Tuttle, Warren, Amati, Director Schulten, Jamie Raklin of Griffin, Kubik, Stephens, & Thompson, Inc. Mr. Raklin explained the report he had previously given the director and trustees.

The proposed levy for 2007-2008 is set at \$1,036,000.00. The special levies for various funds -- building maintenance, social security, etc. -- should be allowed to build up over the next four years. At the end of four years the tax cap will apply to the level reached at that time. EAV growth is reviewed yearly in Will County. The situation regarding the levy could be revisited each year.

Public Comment: No public present.

Engel moved to adjourn the levy hearing. Tuttle seconded. Meeting adjourned at 7:25 p.m.

REGULAR MEETING 12/12/06

I. Call to Order: 7:26 p.m. Present: Borgia, Engel, Kelly, Ruklic, Tuttle, Warren, Amati, and Director Schulten.

II. Minutes: Kelly moved to approve, Tuttle seconded. Minutes approved.

III. Correspondence: none

IV. Bills for Payment: Tuttle moved to approve, Borgia seconded. All present voted "Aye". Motion passed.

V. Librarian's Report; Holland Corp. made a very generous donation to the library of \$2,915.00 divided among a Children's Listening Station in the Children's Department, the History Reference Center database, and 8 slat board display end panels for the Adult Department. Also, Bruce and Sondra Setchell gave \$500.00 to the library. Tuttle suggested thank you notes and Ruklic will write them.

VI. Financial Report: Not ready yet, will be sent later.

VII. Public Comment No public as usual.

VIII. Other Reports:

A) Friends of the Library: FOL will treat staff to lunch 12/26, 27, 28. B) Library Foundation: did not meet.

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IX. Old Business:

A) FY2006 Levy of \$1,036,000.00. Engel moved to approve, Kelly seconded. Motion passed unanimously on roll call.

B) Building Maintenance: 1) Arctic proposals. Repairs on HVAC system. Proposal #5-2675 to furnish and install 1 20HP contactor and 17.5 HP contactor to control the supply and return fan frequency drives damaged during brown out 11/10/06. Proposal #5-2978 to furnish and install 2 diaphragms for hot water mixing

valves (VAV boxes) and supply 2 diaphragms as spares. Borgia suggested putting Arctic bills on spreadsheet, Tuttle wanted more detail. Engel moved to approve, Tuttle seconded, motion passed .

C) Phoenix inspected fire alarm system -- system passed.

X. New Business: A) Long range planning: 1) Staffing reclassification and salary study information report. Full report available to board members. Vote to be taken in January meeting.

XI. Kelly moved to adjourn, Engel seconded. motion passed. Meeting adjourned 8:24 p.m.

Respectfully submitted,

Jacqueline S. Amati
Secretary

1. From menu click: START. Select PROGRAMS. Select MSDOS
2. At C:\Windows type in WP
3. at blue screen, F5\Enter
4. at C:\WINDOWS type in num 7 other directory
5. eliminate legend WINDOWS and type in WP51\Expo
6. Scroll down to file J.J.
7. Save at F10
8. To go out: hit F7 Y

9. To save to floppy: insert floppy. Hit F10
Type in a: and name of file.

Print: hit Shift f7.
for full doc. hit num.1
for page on screen, hit num.2
for select pages, hit 5 and type in page numbers.

To Shut Down:

Hit Fy Y.
At black screen, hit Alt-Tab. and wait for machine to shut
down.

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8. To go out: hit F7 Y

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