

**CRETE PUBLIC LIBRARY BOARD OF TRUSTEES  
AGENDA**

**BOARD MEETING**

January 17, 2007

7:00 P.M.

1. Call to order
2. Minutes
  - Regular meeting of December 12, 2006
3. Correspondence
4. Bills for payment
5. Librarian's Report
6. Financial Report
  - FY 2005/06 Audit report
7. Public comment
8. Other reports
  - A. Friends of the Crete Public Library
  - B. Crete Library Foundation
9. Old Business
  - A. Building maintenance
    - I. Arctic proposal
  - B. Long-range planning
    - I. Salary schedule
    - II. Staffing timeline
    - III. Benefits package
10. New Business
  - A. Staff In-Service
  - B. Personnel Policy updates
11. Adjournment

CRETE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES -MINUTES 1/17/2007

- I. Call to Order: 7:00 p.m. Present: Amati, Borgia, Engel, Kelly, Ruklic, Tuttle, Warren, and Director Schulten.
- II. Minutes: Kelly moved to approve, Engel seconded, motion passed.
- III. Correspondence: Thank you notes received from Jane, Laura Starr, Peggy Keating-Bolm, Carol Bruns and all staff for Christmas gifts.
- IV. Bills for payment: No extra bills, Kelly moved to pay bills, Engel seconded, all trustees voted yes on roll call vote. Motion approved.
- V. Librarian's Report: Invitation passed out to join a "Seeking the Solution" focus group Wednesday, January 24th as the third part of the Day Without Libraries grant.
- VI. Financial Report: Everything o.k. Percentage expenditure for this time of year just what it should be. Audit shows library in black. Knutte will come in to discuss it very soon.
- VII. Public comment: no public, no comment.
- VIII. Other Reports: A) Friends of the Library--book sale March 3, FOL treated staff to lunch 12/26, 27, 28,/06. Newsletter will go out soon. B) Foundation--no meeting.
- IX. Old Business:
  - A) Long Range Planning--1) Proposed salary ranges: Kelly moved to approve, Warren seconded, motion passed unanimously. 2) Time line: Amati moved to approve timeline for hiring new personnel, Engel seconded, motion approved. 3) Hours: Amati moved to approve Friday and Saturday hours of 10:00a.m. to 5:00p.m. as of June 2007. Motion approved. 4) Benefits: Warren moved to approve benefits as outlined in summary, Borgia seconded. Motion approved unanimously.
  - B) Building Maintenance: Arctic proposal #5-2998. Kelly moved to approve, Borgia seconded, motion carried. Warren moved to have no more than 3(three) proposals outstanding at a time, Engel seconded, motion approved.
- X. New Business:
  - A) Staff In-Service: Informational meeting for all staff about changes set for February. Jane will meet with Department Heads before in-service, as planning for work space, equipment and scheduling will need to begin.
  - B) Personnel Policy updates: Board will be updating these very soon.
- XI. Adjournment: Kelly moved to adjourn at 8:10p.m. Engel seconded. Motion passed

Respectfully submitted,  
Jacqueline Amati, Secretary