

**CRETE PUBLIC LIBRARY BOARD OF TRUSTEES  
AGENDA**

**BOARD MEETING**

March 21, 2007

7:00 P.M.

1. Call to order
2. Minutes
  - Regular meeting of February 21, 2007
3. Correspondence
4. Bills for payment
5. Librarian's Report
6. Financial Report
  - Knutte & Associates, Inc FY2006/07 audit report (unconfirmed)
7. Public comment
8. Other reports
  - A. Friends of the Crete Public Library
  - B. Crete Library Foundation
9. Old Business
  - A. Long-range planning update
  - B. Personnel Policy
10. New Business
  - A. Village of Crete Centerpoint project
  - B. Library sign project
  - C. FY2007 Salary schedule
11. Closed Session for the purpose of deliberations concerning salary schedules for one or more classes of employees.
12. Adjournment

CRETE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
MINUTES March 21, 2007

I. Call to Order 7:02 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: A) Secretary of State White's office informed us that our Per Capita Grant will be \$23,882.72 this year-- approximetly \$1.18 per person. B) Library U is offering on line courses for trustees. C) Zones 8 & 9 of the Metropolitan Library District will hold a Trustee Workshop on May 31st.

IV. Bills for Payment: Two Additions: Hanover Insurance Worker's Comp. \$2,037.00 and Hanover Insurance Public Liability Insurance \$4,626.00. Engel moved to approve all bills, Warren seconded, all voted "aye", motion passed.

V. Librarian's Report: Magnets listing new hours starting 6/1/07 will be passed out during National Library Week. Press will be invited for first Friday opening {6/1/07} .Arctic revisited when boilers did not start--problem seemed to be high temp cut out to close to operating temp. Cut out raised. All Arctic proposals have been finished.

VI. Financial Report: A) Knutte audit report: will send findings if significant. B) Schulten asked the trustees to consider reducing the size of the monthly financial packet: Exhibits 4,5,7, necessary, any others? could some be consolidated on one page?

VII: Public Comment: as usual, none.

VIII. Other Reports: A) Friends of the Library: Book Sale very successful, 44 volunteers, 20 of them new to FOL, Sale raised over \$2,000.00. B) Foundation did not meet.

IX: 'Old Business: A) Long range planning: 1) Sharon Nelson has been hired as our new administrative assistant starting May 1. She has a BA in Business administration and has handled financial affairs at Steger library for 15 years. 2) In Service: reaction has been mostly positive, with some negative mostly regarding salary. B) Personnel Policy: draft of changes will be ready at April meeting for review and will then be sent to lawyer. Particular attention to be paid to discipline and termination clauses. Should have before new staff comes on board.

X: New Business: A) Village of Crete Centerpoint project {intermodal facility} : Land has been annexed into village; TIF and other financials still being discussed: Amati moved to ask Schulten to continue to negotiate with village. Kelly seconded, motion passed. B) Librarian Sign project memorial for Herb Schultz reached \$900.00. Neil Grove was architect for original sign; will consult on new. D) Electricity Service: Tuttle moved continued: to sign up with Peoples

for electricity service for one year--this locks in rate for that time and can be reviewed next year. Warren seconded. All voted "aye". Motion passed. C) FY2007 Salary Schedules: Kelly moved to enter closed session for purposes of discussion of salaries. Tuttle seconded. All voted "Aye", motion passed.

XI: Closed Executive Session.

Board entered closed session at 8:05 p.m.

Closed session ended at 8:15 p.m.

Kelly moved to raise Director's salary to \$77,000.00 a year starting 6/1/07. Engel seconded. All voted "aye", motion passed.

XII: Engel moved to adjourn, Warren seconded, motion passed at 8:30 p.m.

Respectfully submitted,  
Jacqueline S. Amati