

**CRETE PUBLIC LIBRARY BOARD OF TRUSTEES  
AGENDA**

**BOARD MEETING  
January 16, 2008  
7:30 P.M.**

1. Call to order
2. Minutes
  - Minutes of Meeting November 14, 2007
  - Minutes of Levy Hearing November 28, 2007
  - Minutes of Meeting November 28, 2007
3. Correspondence
4. Bills for payment
5. Financial Report
  - 2007 Audit Review – Sarah Hezlep, Knutte & Associates
6. Librarian's Report
7. Public Comment
8. Other reports
  - A. Friends of the Crete Public Library
  - B. Crete Library Foundation
9. Old Business
  - A. Building Maintenance
  - B. Library Records Confidentiality policy (draft)
10. New Business
  - A. Long Range Planning Retreat
  - B. Crete Area Chamber of Commerce Annual Dinner - February 9, 2008.
11. Adjournment

**CRETE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Minutes of January 16, 2008**

- I. Call to Order: Meeting called to order by President Kelly at 7:33 p.m. Those in attendance: President Kelly, board members, Amati, Angellotti, Engel, Ruklic, and Warren. Also in attendance: Administrator Schulten, Admin. Asst. Nelson and Head of Adult Services Amschl.
- II. Minutes: Minutes of November 14, 2007, Levy Hearing November 28, 2007 and board meeting of November 28, 2007 were approved in December by telephone vote.
- III. Correspondence: Thank you cards from employees for the Holiday party and gift cards. Also a thank you note from the Herrmann Family for the flowers sent. Invitation to Metropolitan Library System for a Legislator's Breakfast on Monday February 18, 2008.
- IV. Bills for payment: Two additional bills for payment were included. A T & T for \$84.70 and Interactive Technologies for \$295.00, both to be paid from the Special Technology Fund. Motion to approve all bills by Ruklic, second by Amati. Motion passed unanimously on voice vote.
- V. Financial Report: Sarah Hezlep from Knutte & Associates, was scheduled to review the 2007 Audit, but was unable to attend. Trustee Warren reported that with six months into the budget, the library is at 45% of total expenses and is right on target.
- VI. Librarian's Report: Schulten reported that the latest newsletter was recently delivered and patrons were already signing up for various programs. The additional T1line has been installed, and is working fine. The library had nearly 60 people come in for voter registration. AARP will once again offer free tax service by appointment for seniors and low income citizens.
- VII. Public Comment: No public comment.
- VIII. Other Reports:
  - A. Friends of the Crete Public Library: The Friends group will meet next Tuesday and will discuss the upcoming book sale.
  - B. Crete Library Foundation: No meeting, nothing to report. The next meeting will be February 12, 2008.

- C. Technology for Trustees: Trustees, Amati, Engel and Ruklic attended a Technology for Trustees workshop hosted by MLS on November 29, 2007. The trustees were pleased to know that the library has technology that is above average. They also learned about new technology and how it can be available in the library. Some of the ideas will be discussed at the long range planning retreat to be held this spring.

IX. Old Business:

- A. Building Maintenance: Most of the trouble spots in the carpeting have been repaired. There were several areas where the carpet could not be pulled up. In those areas, glue may need to be injected under the carpet. The proposal from Arctic Engineering for the humidifier repair was discussed. The humidifier will be good for the books, computers, copy paper and people. Motion to accept Arctic proposal by Ruklic, second by Warren. Motion passed unanimously. Lastly the water heater has been leaking and may need to be replaced.
- B. Library Records Confidentiality Policy (draft): Due to new legislation the library needs to amend the current policy. Previously an officer would need to have a court order to view library patron records. Along with the draft of the new policy are guidelines and procedures as well as a form for law enforcement officers to complete and sign. Motion for draft to be accepted and sent on to library's attorney by Engel, second by Amati. Motion passed unanimously.

X. New Business:

- A. Long Range Planning Retreat: Plans for department heads and trustees to get together to discuss long range goals and objectives this spring are under way. A facilitator may be arranged to help guide the session. During the next several months staff will be encouraged to come up with new ideas and goals at the department meetings. A date in April will be set soon. The McCann group will have a tech summit on January 25<sup>th</sup> at the Matteson Library, trustees may attend if they are interested. Some of information presented may be used to formulate long range goals.
- B. Crete Area Chamber of Commerce Annual Dinner February 9, 2008: The annual dinner has been set. Trustees are invited and will need to decide by January 22, 2008.

- XI. Adjournment: Motion by Amati, second by Angellotti passed unanimously to adjourn at 8:25 p.m.

Respectfully submitted,  
Jacqueline S. Amati