

**CRETE PUBLIC LIBRARY BOARD OF TRUSTEES  
AGENDA**

**BOARD MEETING**

**May 21, 2008**

**7:30 P.M.**

1. Call to order
2. Minutes  
Minutes of Board Meeting April 16, 2008
3. Correspondence
4. Bills for payment
5. Financial Report
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. Sign project
  - B. Virtualization (thin client) project update
  - C. Crete Memorial Day Parade
  - D. Illinois Funds Prime Fund – Working Cash
  - E. Financial report formatting & budget projections
10. New Business
  - A. FY2008/09 Budget & Appropriations Ordinance 08-02 (draft)
  - B. FY2008/09 Premium Only Plan annual renewal
  - C. FY2008/09 Prevailing Wage Ordinance 08-03 (draft)
  - D. FY2008/09 Board Meeting Dates & Times Ordinance 08-04 (draft)
  - E. FY2008/09 Public Library Non-Resident Cards Ordinance 08-05 (draft)
  - F. Long Range Planning Results & Service Recommendations for FY2008/09
  - G. Weeding Review (The CREW Method)
  - H. Library hours – July 4<sup>th</sup> weekend
11. Adjournment

**CRETE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Minutes of May 21, 2008**

- I. Call to Order: Meeting called to order by President Kelly at 7:31 p.m. Those in attendance: President Kelly, board members, Amati, Angellotti, Engel, Ruklic, and Tuttle. Also in attendance: Administrator Schulten, Admin. Asst. Nelson, Head of Adult Services, Amschl. Trustee Warren arrived 7:45 p.m.
- II. Minutes: Motion to approve minutes of April 16, 2008 by Tuttle, second by Amati. Motion passed unanimously.
- III. Correspondence: Thank you card from Nelson for flowers. Thank you card from staff for opportunity to attend 2008 ILA Reaching Forward Conference.
- IV. Bills for Payment: Motion to approve all bills by Ruklic, second by Amati. Motion passed unanimously on voice vote.
- V. Financial Report: Administrator Schulten explained that while some categories were elevated the budget was in good shape overall.
- VI. Librarian's Report: Administrator Schulten reported that there was some damage to the embankment from a car. Since most of the damage is on village property, the village will handle the matter. Schulten said that employee Griffin's father had passed away. Since there will be no formal services here, she suggested a book in his memory. June 3<sup>rd</sup> is the date of the awards ceremony and pizza party for the Coffee Connection. The library has purchased a Wii and 10 laptops for Adult and Young Adult programs. The Crete Lions club has donated \$1000.00 and the Crete Women's Club \$300.00 towards the cost of the laptops.
- VII. Public Comment: No public comment.
- VIII. Other Reports:
  - A. Friends of the Crete Public Library: Amati reported that the Friends will meet next week. Also the Friends have decided that any volunteers who do not pay a membership will be considered members.
  - B. Crete Library Foundation: The Foundation will donate \$200.00 for the Coffee Connection party. They also approved loaning out the flamingos.
- IX. Old Business:
  - A. Sign Project: The library will need a rendering of the project and someone to present it to the village.
  - B. Virtualization (thin client) Project update: The project will be easier to complete in stages. Some libraries have already started the process, and a few minor problems have occurred. Since McCann Group would not be able to even start the project until late summer the library has some time to make some decisions. Motion to table the Virtualization project until September 2008 by Tuttle, second by Amati. Motion passed unanimously.

- C. Crete Memorial Day Parade: Final plans for the parade were made. The Trustees will ride in a classic car owned by Virginia Angellotti's father, Schulten and volunteers will hand out bubble gum.
- D. Illinois Funds Prime Fund –Working Cash: Motion by Amati, second by Ruklic, to open an Illinois Funds Prime Fund for the Working Cash Fund. Motion passed unanimously.
- E. Financial reporting formatting & budget projections: Schulten requested feedback on the general format for the new budget line items. The response was positive overall.

X. New Business:

- A. FY2008/09 Budget & Appropriations Ordinance 08-02 (draft): The library has until September 1<sup>st</sup> to hold the budget hearing and pass the ordinance.
- B. FY2008/09 Premium Only Plan annual renewal: Motion to accept annual renewal of the plan by Engel, second by Amati. Motion passed unanimously on voice vote.
- C. FY2008/09 Prevailing Wage Ordinance 08-03 (draft): The ordinance will be presented at the June board meeting.
- D. FY2008/09 Board Meeting Date & Times ordinance 08-04 (draft): The meeting dates & times have been set and will be presented at the June meeting.
- E. FY2008/09 Public Library Non-Resident Cards ordinance 08-05 (draft): The ordinance to provide a library card to non-residents at a cost will be presented at the June meeting.
- F. Long Range Planning Results & Service Recommendations for FY2008/09: After reviewing the various improvements, it was decided that the easiest to implement would be to change the library's opening from 10:00 to 9:30 a.m. Other recommendations will be addressed in the coming months.
- G. Weeding Review (The CREW Method): Schulten explained the CREW method and the need for weeding in general.
- H. Library hours – July 4<sup>th</sup> weekend: Motion to close Saturday July 5<sup>th</sup> by Amati, second by Warren. Motion passed unanimously.

XI. Adjournment: Motion by Amati, second by Warren passed unanimously to adjourn at 8:48 p.m.

Respectfully submitted,  
Jacqueline S. Amati