

**CRETE PUBLIC LIBRARY BOARD OF TRUSTEES  
AGENDA**

**BOARD MEETING**

**June 18, 2008**

**7:30 P.M.**

1. Call to order
2. Minutes
  - Minutes of Board Meeting May 21, 2008
  - Minutes of Special Planning Session May 28, 2008
3. Correspondence
4. Bills for payment
5. Financial Report
  - Bond payment \$23,092.50 due June 30, 2008.
6. Librarian's Report
7. Public Comment
8. Community Outreach
9. Other reports
  - A. Friends of the Crete Public Library
  - B. Crete Library Foundation
10. Old Business
  - A. Sign project
  - B. FY2008/09 Prevailing Wage Ordinance 08-03
  - C. FY2008/09 Board Meeting Dates & Times Ordinance 08-04
  - D. FY2008/09 Public Library Non-Resident Cards Ordinance 08-05
11. New Business
  - A. Landscaping proposals
  - B. Personnel updates
  - C. Personnel (Administrator Annual Review)
12. Closed session (if needed to consider the performance and compensation of a specific employee)
13. Adjournment

**CRETE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Minutes June 18, 2008**

- I. Call to order: Meeting called to order by President Kelly at 7:32 p.m. Those in attendance: President Kelly, board members, Amati, Angellotti, Engel, Ruklic, Tuttle, Warren. Also in attendance, Administrator Schulten, Admin. Asst. Nelson, Head of Adult Services Amschl.
- II. Minutes: Motion to approve minutes of May 21, 2008 board meeting by Tuttle, second by Engel. Motion passed unanimously. President Kelly wished to make the following change to the minutes of the Special Planning Session under Goal # 4: multiply the connections & provide more than one perspective on the target group. Motion to approve Special Planning Session minutes with suggested change by Engel, second by Amati. Motion passed unanimously.
- III. Correspondence: Invitation to trustees for the Holland Corp. 10 year anniversary on July 11, 2008. Trustees Kelly and Engel expressed interest in attending.
- IV. Bills for payment: One additional payment for J. Schulten for the Wii system from the Special Technology Fund in the amount of \$269.99. Motion to approve all bills by Amati, second by Ruklic. Motion passed unanimously on voice vote.
- V. Financial Report: The interest portion \$23,092.50 of the bond payment is due June 30, 2008. Trustee Warren reported that with just one month to go, the Library still has 13% remaining for expenditures. He also reported that after a discussion with the Will Co. Treasurer the current foreclosures in the area would not adversely affect library revenues.
- VI. Librarian's Report: Administrator Schulten reported that sign-up for Summer Reading Program started on Monday. On the first day of Summer Reading, 1001 items were checked out, a new record. Employee Meder will have wrist surgery on Thursday and is expected to be back to work by the end of the month.
- VII. Public Comment: No public comment.
- VIII. Community Outreach: Trustees Engel & Amati attended the Village board meeting. President Kelly attended both the Township board meeting and the School board meeting. She received some positive feedback about improving government group communication. After some discussion it was decided to continue to attend the meetings each month. A new attendance schedule will be drawn up in August and monthly attendance will be decided then.

- IX. Other Reports:
- A. Friends of the Crete Public Library: The next Friends meeting will be on August 26, 2008.
  - B. Crete Library Foundation: The next foundation meeting will be on September 9, 2008.
- X. Old Business:
- A. Sign project: Administrator Schulten presented a draft of the sign proposal which will be given to the village. Before it is presented to the village she would like to have Mike Smith from the Village Building Department look the proposal over to see if everything has been addressed.
  - B. FY2008/09 Prevailing Wage Ordinance 08-03: Motion to approve by Ruklic, second by Angellotti. Motion passed on unanimous voice vote.
  - C. FY2008/09 Board Meeting Dates & Times Ordinance 08-04: Motion to approve Meeting Dates & Times by Amati, second by Engel. Motion passed unanimously.
  - D. FY2008/09 Public Library Non-Resident Cards Ordinance 08-05: Motion to approve by Amati, second by Warren. Motion passed unanimously.
- XI. New Business:
- A. Landscaping proposals: The library has not received the landscaping proposals for area behind the building and mulch at this time.
  - B. Personnel updates: New employee Adams has started and is working out well. Annual staff reviews are in the works and raises based on the Consumer Price Index of 2.5% to 3% are recommended.
- XII. Closed session: Motion by Ruklic, second by Amati to go into closed session at 8:16 p.m. for the purpose of discussing the Administrator's annual review and salary. Motion passed unanimously.  
The Board returned to regular session at 8:23 p.m.
- XIII. The Board presented Administrator Schulten with her annual review. Engel moved and Ruklic seconded that administrator's salary be increased by 3% in line with the other employee raises. Motion passed unanimously.
- XIV. Adjournment: Motion by Ruklic, second by Tuttle passed unanimously to adjourn at 8:25 p.m.

Respectfully submitted,  
Jacqueline S. Amati