

**CRETE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA**

**BOARD MEETING
March 18, 2009
7:30 P.M.**

1. Call to order
2. Minutes
 - Minutes of Audit Review February 18, 2009
 - Minutes of February 18, 2009
3. Correspondence
4. Bills for payment
5. Financial Report
6. Librarian's Report
 - Department Report – Lori Williams, Head of Technical Services
7. Public Comment
8. Community Outreach
 - Spring assignments
9. Other reports
 - A. Friends of the Crete Public Library
 - B. Crete Library Foundation
10. Old Business
 - A. Phone System Upgrade
 - B. Monthly Financial Report review
 - C. Administrator Evaluation
11. New Business
 - A. Building & Maintenance Levy (Ordinance 09-01)
 - B. Resolution to Apply Surplus Balances (Resolution 09-01)
12. Adjournment

**CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Minutes of March 18, 2009**

- I. Call to order: Meeting called to order by President Kelly at 7:30 p.m. Those in attendance: President Kelly, board members Amati, Daugherty, Ruklic, Tuttle and Wagner. Also in attendance: Administrator Schulten, Admin. Asst. Nelson, Head of Adult Services Amschl, Head of Tech Services Williams and Mayor Mike Einhorn, Village of Crete. One new item to add to new business, TIF extension. In consideration of Mayor Einhorn's time, the public comment will be moved forward on the agenda.
- II. Minutes:
 - A. Minutes of Audit Review February 18, 2009: Motion to approve minutes of audit review by Ruklic, second by Wagner. Motion passed unanimously.
 - B. Minutes February 18, 2009: Motion to approve minutes of February 18, 2009 by Daugherty, second by Amati. Motion passed unanimously.
- III. Correspondence: Letter from Jesse White, Secretary of State confirming the awarding of Per Capita Grant funds in the amount of \$23615.30. Mainstreet Assoc. will host a marketing seminar on April 1st. Illinois Funds has announced that the prime funds and money market funds will merge on July 1, 2009. Administrator Schulten will attend an informational meeting on the matter.
- IV. Bills for Payment: Motion by Ruklic to approve all bills for payment, second by Amati. Motion passed unanimously on voice vote.
- V. Financial Report: Administrator Schulten reported that the library is in good shape with 66% of the budget spent.
- VI. Librarian's Report: Head of Tech Services Williams, used a power point presentation to explain the various work performed in her department. She noted that during an average month, 600 items are added and 350 items are withdrawn. Her department also checks in all shipments of supplies and library materials, as well as sorting through all donations.
- VII. Public Comment: Mayor Mike Einhorn, Village of Crete, explained the benefits of the TIF and urged the board to provide a letter approving the extension of the TIFs #2, #3 and #4 to 35 years.
- VIII. Community Outreach: Trustee Daugherty attended the Township meeting and mentioned the upcoming book sale. At the School Board meeting, Trustee Tuttle mentioned the Battle of the Books, and the young adult after hours party. Trustee Wagner attended the Park District meeting and learned about the nature deficit. The Holland Company may provide a bus for a wetlands trip. President Kelly went to the wine & cheese party and received positive feedback about the library. Outreach

assignments for May & June were agreed upon and it was decided to take July & August off.

IX. Other Reports:

- A. Friends of the Crete Public Library: The friends group is preparing for the book sale at the end of March.
- B. Crete Library Foundation: The foundation will meet on April 14th.

X. Old Business:

- A. Phone system upgrade: Motion to accept the proposal from CMC for a phone system upgrade by Tuttle, second by Amati. Motion passed unanimously on voice vote.
- B. Monthly Financial Report Review: The three sample reports were reviewed and a revised version of the third report was accepted.
- C. Administrator Evaluation: The administrator has turned in her self-evaluation, and the trustees will need to return their evaluations by the end of March. In April, the evaluation committee will meet and review all the information.

XI. New Business:

- A. Building & Maintenance Levy (Ordinance 09-01): The levy needs to be reviewed and then voted on next month. After it is approved it will be published and the public will have 30 days to file an objection.
- B. Resolution to Apply Surplus Balances (Resolution 09-01): This resolution will allow for any surplus in the general fund to be transferred to other funds. A transfer could eliminate the negative balance in the debt services fund, or could be placed in the special reserve fund for any future needs.
- C. TIFs Extension Request: The TIF extensions were discussed but since it is the Board's policy not to introduce new business and vote on it at the same meeting, they will place the request on the agenda for next month's meeting. Motion by Ruklic, second by Tuttle to seek legal counsel concerning the Village's extension request. Motion passed unanimously on voice vote.

XII. Adjournment: Motion by Amati, second by Daugherty passed unanimously to adjourn at 9:03 p.m.

Respectfully submitted,
Jacqueline S. Amati, Secretary