

**CRETE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA**

BOARD MEETING

May 20, 2009

7:30 P.M.

1. Call to order
2. Swearing in of new trustees
3. Minutes
 - Minutes of Special Meeting April 15, 2009
 - Minutes of April 15, 2009
4. Correspondence
5. Bills for payment
6. Financial Report
 - FUB accounts – new monthly charges
7. Librarian's Report
8. Public Comment
9. Community Outreach
10. Other reports
 - A. Friends of the Crete Public Library
 - B. Crete Library Foundation
10. Old Business
 - A. TIF extensions request – Village of Crete
 - B. In-house accounting (William A. Lau & Associates)
 - C. Administrator Evaluation
11. Closed Session (if necessary) to discuss “the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.”
12. New Business
 - A. FY2009/10 Premium Only Plan - health insurance (Resolution 09-02 draft)
 - B. FY2009/10 Budget & Appropriations (Ordinance 09-02 draft)
 - C. FY2009/10 Prevailing Wage (Ordinance 09-03 draft)
 - D. FY2009/10 Meeting Dates & Times (Ordinance 09-04 draft)
 - E. FY2009/10 Public Library Non-Resident Cards (Ordinance 09-05 draft)
 - F. Crete Memorial Day Parade
13. Adjournment

CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Minutes of May 20, 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, Wagner, and Warren. Also in attendance: Administrator Schulten, & Admin. Asst. Nelson.
- II. Swearing in of new trustees: Trustees Amati, Daugherty, Ruklic and Wagner were sworn in.
- III. Minutes: Motion to approve minutes of Special Meeting April 15, 2009 by Wagner, second by Amati. Motion passed unanimously. Motion to approve minutes of Regular Meeting of April 15, 2009 by Ruklic, second by Daugherty. Motion passed unanimously.
- IV. Correspondence: The Zones 8&9 Trustee Workshop will be held on June 27th. Consultants from MLS will discuss the budget process and general trustee duties. Pamphlets for the Summer Reading Program Read on the Wild Side were distributed. Thank you card from former employee Andros.
- V. Bills for payment: Motion to approve all bills for payment by Amati, second by Ruklic. Motion passed unanimously on voice vote.
- VI. Financial report: First United Bank will begin charging fees for business bank accounts. The library's auditor has said that the separate payroll account is not needed and can be closed. This would leave three accounts at First United Bank, the general account and the trustee special gifts account will be charged a fee each month and the petty cash account will not. With the discontinuation of the Prime Funds account at Illinois Funds, the library will need to decide how they would like the two current Prime Fund accounts moved and named as Money Market accounts. Trustee Warren reported that if expenses remain similar, there will be a surplus this year.
- VII. Librarian's report: Administrator Schulten reported that the library received two recent donations were sent in. The Lion's Club gave \$1000.00 for programs & materials to assist patrons with job searching. The Crete Women's Club gave \$350.00 to help set up an Every Child Ready to Read Nook in the Children's Department. The year end Coffee Connection party was a big hit, 15 students who helped at the library & school came for pizza, music & dancing. They received gift cards and Cone Cottage cards. The Adult Services Department's Senior Day was well-attended and very successful as well.
- VIII. Public comment: No public comment.
- IX. Community outreach: Trustee Amati attended the Township meeting and mentioned the summer reading program. Trustee Daugherty attended the CM201U School Board meeting and was introduced to the new Principal & Vice-Principal. Trustee Ruklic tried to attend the Park District meeting but there was some confusion as to the time. The library will host the Mainstreet Association table at the European Market on June 13th.

- X. Other Reports:
- A. Friends of the Crete Public Library: The Friends group will have a bag of books sale during the Village wide garage sale next month.
 - B. Crete Library Foundation: The Foundation donated \$1000.00 to update the antiques & collectibles information. They are also thinking of having another art auction in the fall.
- XI. Old Business:
- A. TIF extension request – Village of Crete: Since questions concerning the TIF extension have not been answered, the library has not sent a letter of approval to the Village.
 - B. In-house accounting (William A. Lau & Associates): Motion to discontinue use of William A. Lau & Assoc. for accounting services at the end of the fiscal year by Warren, second by Amati. Motion passed unanimously.
 - C. Administrator Evaluation: The Administrator review was moved to after New Business.
- XII. New Business:
- A. FY2009/10 Premium Only Plan – health insurance (Resolution 09-02 draft): The employer & employee benefits of the plan were discussed and will be voted on next month.
 - B. FY2009/10 Budget & Appropriations (Ordinance 09-02 draft): The budget & appropriations ordinance was discussed.
 - C. FY2009/10 Prevailing Wage (Ordinance 09-03 draft): The ordinance agrees to pay the prevailing wage to workers.
 - D. FY2009/10 Meeting Dates & Times (Ordinance 09-04 draft): The library board will meet on the third Wednesday of the month. Motion to change the meeting time to 7:00 p.m. by Ruklic, second by Amati. Motion passed unanimously.
 - E. FY2009/10 Public Library Non-Resident Cards (Ordinance 09-05 draft): The library will provide unserved patrons with full privilege library cards for a fee.
 - F. Crete Memorial Day Parade: The library will have 4 carts and several people who will hand out candy in the parade.
- XIII. Administrator Review
- Closed Session: Motion to go into closed session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body by Ruklic, second by Warren. Motion to go into closed session passed unanimously at 8:23 p.m. The board returned to regular session at 8:35 p.m.
- The Board thanked Administrator Schulten for an excellent year and approved a 3% raise for her for the coming year.
- XIV. Adjournment: Motion by Amati, second by Wagner passed unanimously to adjourn at 8:38 p.m.

Respectfully submitted,
Jacqueline S. Amati, Secretary