

**CRETE PUBLIC LIBRARY BOARD OF TRUSTEES  
AGENDA**

**September 16, 2009  
7:00 P.M.**

**BOARD MEETING**

1. Call to order
2. Minutes
  - Minutes of Budget & Appropriation Hearing August 19, 2009
  - Minutes of Regular Meeting August 19, 2009
3. Correspondence
4. Bills for payment
5. Financial Report
6. Librarian's Report
7. Public Comment
8. Community Outreach
9. Other reports
  - A. Friends of the Crete Public Library
  - B. Crete Library Foundation
12. Old Business
  - A. Sign masonry
  - B. Illinois Library Laws
  - C. FY2010 Per Capita Grant
  - D. Village of Crete TIF request – progress report
  - E. MLS Zones 8 & 9 Finances
13. New Business
  - A. ISL/MLS budget cuts
  - B. Floating Holiday requests
    - 2009 – Saturday, December 26, 2009
    - 2010 – Saturday, July 3, 2010
  - C. PA 96-0542 Changes to FOIA & Open Meetings Acts
14. Adjournment

**CRETE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Minutes of September 16, 2009 Meeting**

- I. Call to order: Meeting called to order by President Kelly at 7:00 p.m. Those in attendance: President Kelly, board members, Amati, Daugherty, Ruklic, Tuttle, Wagner and Warren. Also in attendance: Administrator Schulten, Head of Adult Services Amschl, Admin. Asst. Nelson and Barbara Ray, Village of Crete Admin. Asst.
- II. Minutes: Motion to approve minutes of the Budget & Appropriation Hearing August 19, 2009 by Amati, second by Daugherty. Motion passed unanimously. Motion to approve minutes of Regular Meeting of August 19, 2009 by Tuttle, second by Warren. Motion passed unanimously.
- III. Correspondence: The annual Trick or Treat Trail will be October 24<sup>th</sup> this year. The Children's department will participate. Thank you from employee Clark for the flower arrangement.
- IV. Bills for payment: Trustee Daugherty asked about the payment to Business Card. The Administrator explained that it is the name of the library's credit card. Motion to approve all bills by Ruklic, second by Amati. Motion passed unanimously on voice vote.
- V. Financial report: Trustee Warren stated that everything was moving forward. Several trustees mentioned that they like the new report format.
- VI. Librarian's report: Administrator Schulten reported that the newsletters were mailed this week. Library card sign up month is going well and the computers have been very busy now that students are required to submit some papers through Turnitin, CM201-U's anti-plagiarism website.
- VII. Public comment: No public comment.
- VIII. Community outreach: Trustee Amati attended the Township meeting and mentioned several of the new programs at the library. President Kelly went to the Village meeting. Mayor Einhorn proposed developing a town newsletter which would have articles on Village news as well as Library, School and Park District information. Kelly mentioned the upcoming Fall Family Fun Fest. Trustees Warren and Daugherty attended the recent MLS Trustee Social at Tinley Park Library. Both agreed that there should have been more time for interaction with the other trustees and they were disappointed that the library was closed and they were unable to view the library in action. Trustees Amati & Tuttle and Administrator Schulten ran a booth at the Crete Park-A-Palooza on Sept. 12<sup>th</sup>. Attendees with their Crete Library cards entered a raffle drawing.
- IX. Other reports:
  - A. Friends of the Crete Public Library: The fall book sale will be held Nov 14<sup>th</sup>. Bake sale items are needed for the Fun Fest. At next week's Annual Meeting, new officers will be elected.

- B. Crete Library Foundation: The Foundation met last week and discussed having another art auction possibly closer to the holiday season. Funds for food at the Fun Fest and a potential art purchase at the Park Forest Art Fair were approved.

X. Old business:

- A. Sign masonry: The Administrator went to Clarke's but did not find anything that would work. The next option is to use brick that will match the building.
- B. Illinois Library Laws: The trustees studied the Library Laws with special emphasis on the District Library Act.
- C. FY2010 Per Capita Grant: A draft of the Per Capita Grant was presented by the Administrator. Schulten also stated that the only revision may be to the expenditures, since the library did not receive the grant money until after the fiscal year end. She was awaiting a reply from MLS on how to fill out the section correctly. All trustees will be notified if any changes are made. Motion to accept draft of FY2010 Per Capita Grant by Tuttle, second by Warren. Motion passed unanimously on voice vote.
- D. Village of Crete TIF request – progress report: The Village recently sent several years of TIF reports and there has not been sufficient time to go over the reports. At the September 14<sup>th</sup> Village Board meeting, the Village Board voted not to add a non-voting representative from the library to their TIF Review Board.
- E. MLS Zones 8 & 9 Finances: Motion to open a MLS Zones 8 & 9 petty cash account by Tuttle, second by Daugherty. Motion passed unanimously on voice vote.

XI. New business:

- A. ISL/MLS budget cuts: The proposed cuts will be to personnel, workshops and consulting. There should be no impact on Delivery or the SWAN database. Libraries will have to pay for ILL and reciprocal borrowing services.
- B. Floating Holiday requests
  - 2009 – Saturday, December 26, 2009
  - 2010 – Saturday, July 3, 2010Motion to approve closing on the proposed days by Tuttle, second by Wagner. Motion passed unanimously.
- C. PA 96-0542 Changes to FOIA & Open Meetings Act: The new Act will go into effect January 1, 2010. One recommendation has been to have separate personnel files for confidential information, since part of an employee's files will be viewable under the new Act. The library will need to train at least 2 people to handle any FOIA requests.

- XII. Adjournment: Motion to adjourn at 8:04 p.m. by Ruklic, second by Daugherty. Motion passed unanimously.

Respectfully submitted,  
Jacqueline S. Amati, Secretary