

**CRETE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA**

**January 19, 2011
7:00 P.M.**

BOARD MEETING

1. Call to order
2. Minutes
 - Minutes of the Levy Hearing November 17, 2010
 - Minutes of the Regular Meeting November 17, 2010
3. Correspondence
4. Bills for payment
5. Financial Report
 - 2010 Audit review – Knutte & Associates teleconference
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. "Refreshovation" Project
 - B. MLS Annual Certification FY2010/11 (action item)
11. New Business
 - A. Closed Session minutes - review
 - B. TIF Joint Review Board – annual review
 - C. Public Comment Policy
 - D. Communication Plan
 - E. MLS Zones 8 & 9 account – name change
 - F. Illinois Library Systems update
12. Adjournment

**CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Minutes of January 19, 2011**

- I. Call to order: Meeting called to order by President Kelly at 7:02 p.m. Those in attendance: President Kelly, board members, Amati, Hunt, Ruklic, Tuttle, Wagner & Warren. Also in attendance: Administrator Schulten, Head of Adult Services Amschl and Admin. Asst. Nelson.
- II. Minutes: Motion to approve minutes of Levy Hearing on November 17, 2010 by Tuttle, second by Ruklic. Motion passed unanimously. Motion to approve minutes of regular meeting on November 17, 2010 by Ruklic, second by Warren. Motion passed unanimously.
- III. Correspondence: Thank you cards from staff for the holiday party & gift card. Also thank you cards from Crete Women's Club for participating in the collection of beanie babies for soldiers.
- IV. Bills for payment: Motion to approve all bills for payment by Tuttle, second by Hunt. Motion passed unanimously on voice vote.
- V. Financial report: Sarah Hezlep of Knutte & Assoc. reviewed the audit via telephone. Ms. Hezlep reported on the annual audit. The issues that were reported are common to libraries of our size. They are required to make note of those issues.
- VI. Librarian's report: The library has sent some of the older large print books to Village Woods for the residents to check out. The Administrator mentioned an incident that happened recently. There have been several rambling letters put in the outside book drop over the last year but Wednesday one was hand delivered to the circulation desk. Since it was busy the staff did not make note of the individual. Ms. Schulten notified the police of this new development. The board discussed ways to upgrade security.
- VII. Public comment: No public comment.
- VIII. Community outreach: Trustee Warren went to Village meetings in November & January. He reported on the multi unit high rise in Country Club Hills that will be used to house the homeless in the South Suburbs. Trustee Ruklic attended the Township meeting and mentioned the upcoming adult programs.
- IX. Other reports:
 - A. Friends of the Crete Public Library: The friends will meet next week.
 - B. Crete Library Foundation: The Foundation will meet in February. President Kelly will extend invitations to all the vacancy applicants to attend.

X. Old business:

- A. “Refreshovation” project: The library has received one proposal for the remodeling project. Another consultant will view the library in early February.
- B. MLS Annual Certification FY2010/11: Motion to approve MLS Annual Certification FY2010/11 by Warren. Second by Amati. Motion passed unanimously.

XI. New business:

- A. Closed Session minutes – review: Motion to keep closed session minutes closed by Amati, second by Wagner. Motion passed unanimously.
- B. TIF Joint Review Board – annual review: The board members were pleased with the new format. The report was easier to read and contained more relevant information. Trustee Ruklic suggested presenting Village Trustee Waiter with a thank you letter at the next Village board meeting.
- C. Public comment policy: The board needs to adopt a public comment policy. Administrator Schulten presented a sample and the trustees decided to change the total time for public comment to 30 minutes with 5 minutes per person. The time per person may be extended at the discretion of the board.
- D. Communication plan: The board discussed the process to follow when an issue needs to be addressed that can not wait until the next board meeting. The first step is to acknowledge receipt of the email or message. The next step is to send a reply within the specified time frame. All the Trustees should be familiar with the issue, but a spokesperson should be appointed to address any concerns.
- E. MLS Zones 8 & 9 account – name change: Since MLS will no longer exist come July 1, 2011, the Zones 6, 8 & 9 libraries have decided to change the name of the group to ATLAS (Area Training for Librarians and Staff) The ATLAS bank account held under the Crete Public Library will also need to have its name changed. Motion to change account name MLS Zones 8 & 9 to ATLAS by Tuttle, second by Amati. Motion passed unanimously.
- F. Illinois Library Systems update: Illinois library systems have received a portion of the money due them for this fiscal year. The money received should enable MLS to keep going until June 2011. Some members have voiced concerns about the hurry to complete the system merger.

- XII. Adjournment: Motion to adjourn at 8:37 p.m. by Amati, second by Ruklic.
Motion passed unanimously.

Respectfully submitted,
Jacqueline S. Amati, Secretary

