

**CRETE PUBLIC LIBRARY BOARD OF TRUSTEES  
AGENDA**

**February 16, 2011  
7:00 P.M.**

**BOARD MEETING**

1. Call to order
2. Minutes  
Minutes of the Regular Meeting January 19, 2011
3. Correspondence
4. Bills for payment
5. Financial Report
6. Librarian's Report  
Children's Services Department Report – DH Gail Scott
7. Public Comment
8. Community Outreach
9. Other reports
  - A. Friends of the Crete Public Library
  - B. Crete Library Foundation
10. Old Business
  - A. Public Comment Policy (action item)
  - B. Communication plan
11. New Business
  - A. National Library Week April 11-16, 2011 & Snapshot Day April 13<sup>th</sup>.
  - B. Management Association of Illinois membership
  - C. Identity Protection Act Policy (discussion item)
  - D. Illinois Library Systems update
12. Adjournment

**CRETE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Minutes of February 16, 2011**

- I. Call to order: Meeting called to order by President Kelly at 7:02 p.m. Those in attendance: President Kelly, board members, Hunt, Ruklic, Tuttle, Wagner & Warren. Also in attendance: Administrator Schulten & Admin. Asst. Nelson.
- II. Minutes: Motion to approve minutes of regular meeting of January 19, 2011 by Ruklic, second by Wagner. Motion passed unanimously.
- III. Correspondence: Thank you from staff member James. Notice of annual LACONI Director & Trustee banquet on April 15, 2011. Invitation to 2011 CM201U Wine & cheese party.
- IV. Bills for payment: One additional bill for payment. JTP Lawn, Inc in the amount of \$1549.25. Motion to approve all bills for payment by Wagner, second by Warren. Motion passed unanimously on voice vote.
- V. Financial report: Trustee Warren stated that the library finances were on target.
- VI. Librarian's report: Administrator Schulten showed the board the dramatic increase in usage of the My Media Mall account after everyone received their holiday gifts. Gail Scott, Head of Children's Services presented a short video highlighting the various programs & activities offered in the past year. She also spoke about her wish for a t'ween area & more staff in the future.
- VII. Public comment: No public comment.
- VIII. Community outreach: Trustee Ruklic went to the Village board meeting. He read the letter commending Village Trustee Waiter for his work with the recent TIF reporting improvements. The board went over assignments for March & April.
- IX. Other reports:
  - A. Friends of the Crete Public Library: The Book Sale is set for April 9<sup>th</sup>. The friends will pay for the T-shirts at the Battle of the Books. The group also discussed various ways to help during National Library Week.
  - B. Crete Library Foundation: The Foundation will donate a basket for the upcoming wine & cheese party.

X. Old Business:

- A. Public Comment Policy (action item): Motion to accept public comment policy by Warren, second by Ruklic. Motion passed unanimously.
- B. Communication plan: The board discussed how to address erroneous information.

XI. New Business:

- A. National Library Week April 11-16, 2011 & Snapshot Day April 13<sup>th</sup>: The library will have volunteers count & interview patrons on April 13<sup>th</sup>.
- B. Management Association of Illinois membership: Administrator Schulten suggested becoming a member. The Association offers legal advice on HR & other relevant issues.
- C. Identity Protection Act Policy (discussion item): The board reviewed a draft of the new policy which lists acceptable uses of an employee's social security number.
- D. Illinois Library Systems update: The Metropolitan Library System voted to approve the merger, as well as the outsourcing of delivery. The merger team will discuss the best ways to handle communication & delivery for such a large area.

XII. Adjournment: Motion to adjourn at 8:08 by Ruklic, second by Wagner. Motion passed unanimously.

Respectfully submitted,  
Jacqueline S. Amati, Secretary