# CRETE PUBLIC LIBRARY BOARD OF TRUSTEES
# AGENDA

## May 18, 2011
## 7:00 P.M.

## BOARD MEETING

1. Call to order

2. Swearing in of new trustees

3. Minutes
   Minutes of the Regular Meeting April 20, 2011
   Minutes of the Closed Session April 20, 2011

4. Correspondence

5. Bills for payment

6. Financial Report

7. Librarian's Report
   Technical Services Department Report – Department Head Lori Williams

8. Public Comment

9. Community Outreach

10. Other reports
    A. Friends of the Crete Public Library
    B. Crete Library Foundation

11. Old Business
    A. "Share the Secret" Promotion
    B. Election of Officers
    C. Administrative Librarian review

12. New Business
    A. FY2011/12 Working Budget
    B. FY2011/12 Premium Only Plan - health insurance (Resolution 11-01 draft)
    C. FY2011/12 Prevailing Wage (Ordinance 11-02 draft)
    D. FY2011/12 Meeting Dates & Times (Ordinance 11-03 draft)
    E. FY2011/12 Public Library Non-Resident Cards (Ordinance 11-04 draft)
    F. Re-Design Project – Library Space Planners (review)
    G. Crete Memorial Day Parade
    H. Illinois Library Systems update

13. Adjournment

CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Minutes of May 18, 2011

I. Call to order: Meeting called to order by Vice President Tuttle at 7:01 p.m. Those in attendance: Vice President Tuttle, board members Amati, Ruklic, Polak-Sizemore, Wagner & Warren. Also in attendance: Administrator Schulten, Head of Adult Services Amschl, Head of Technical Services Williams & Admin. Asst. Nelson.

II. Swearing in of new trustees: Ms. Polak-Sizemore was sworn in.

III. Minutes: Motion to approve minutes of regular meeting of April 20, 2011 by Wagner, second by Warren. Motion passed. Motion to approve minutes of closed session of April 20, 2011 by Amati, second by Warren. Motion passed.

IV. Correspondence: Thank you note from former Trustee Kelly. Letter from attorneys Klein, Thorpe & Jenkins, indicating a slight rate increase for services. Thank you note from Shirley Sopko for her *Share the Secret* Nook prize.

V. Bills for payment: One additional bill for payment. Gail Scott in the amount of $239.96 for children's prizes & supplies for summer reading. Motion to approve all bills by Ruklic, second by Warren. Motion passed unanimously on voice vote.

VI. Financial report: Trustee Warren reported that the budget is at 75% which is slightly under budget for the year. Administrator Schulten added that many of the actual expenses were close to the estimated figures.

VII. Librarian's report: Head of Technical services presented "Weeding Attracts Readers". She explained how regular weeding saves space, makes the collection more appealing & enhances the library's overall appearance. Factors such as condition, accurate information & circulation stats are used to decide if an item should be weeded.

VIII. Public comment: No public comment.

IX. Community outreach: Due to various reasons no meetings were attended. The trustees will suspend attending community meetings for the summer.

X. Other reports:

A. Friends of the Crete Public Library: The Friends group paid for the Battle of the Books t-shirts & the Senior Day lunches. At next week's meeting they will discuss recycling the old book donations.
B. Crete Library Foundation: The Foundation will meet again in September.

XI. Old business:

A. "Share the Secret" Promotion: Administrator Schulten commended Ms. Amschl on her work. The promotion was a great idea and received some excellent word of mouth, but did not create a significant increase in library card applications. The board discussed ways to improve the promotion.
B. Election of Officers: The board reviewed the duties of each office and who might be interested them. Election of officers will be held next month.
C. Administrative Librarian review: Motion by Amati, second by Warren to go into closed session at 7:42 p.m. for the purpose of discussing the Administrator's annual review. Motion passed unanimously. The board returned to regular session at 8:12 p.m. Motion to increase the Administrative Librarian's salary 5% by Amati, second by Wagner. Motion passed on voice vote. Ayes: Amati, Polak-Sizemore, Tuttle, Wagner & Warren. Nay: Ruklic

XII. New business:

A. FY2011/12 Working Budget: The expenses were reviewed including salaries for additional staff, renovations and next year's Public Library Conference.
B. FY2011/12 Premium Only Plan – health insurance (Resolution 11-01 draft): Employee and library payroll taxes will be calculated after employee health insurance costs are deducted.
C. FY2011/12 prevailing Wage (Ordinance 11-02 draft): The library agrees to pay the prevailing wage for Will County.
D. FY2011/12 Meeting Dates & Time (Ordinance 11-03 draft): The meeting dates will be the third Wednesday of the month at 7:00 p.m.
E. FY2011/12 Public Library Non-Resident Cards (Ordinance 11-04 draft): The library agrees to honor the Non-Resident Card Policy. Motion to approve the FY2011/12 Non-Resident Card Ordinance 11-04 by Ruklic, second by Warren. Motion passed unanimously.
F. Re-Design Project – Library Space Planners (review): While all the candidates are highly regarded, the design team will discuss the options and will come up with a recommendation for the best fit at the best price.
G. Crete Memorial Day Parade: This year the trustees will ride in a convertible for the parade.
H. Illinois Library Systems update: Administrator Schulten explained that as another deadline draws near there have been some roadblocks as the Transition Board and the Illinois State Library disagree on proper bidding and hiring procedures.

XIII. Adjournment: Motion to adjourn at 8:52 p.m. by Wagner, second by Amati. Motion passed unanimously.

Respectfully submitted,
Jacqueline S. Amati, Secretary