CRETE PUBLIC LIBRARY BOARD OF TRUSTEES

BOARD MEETING

AGENDA
April 18, 2012

1. Call to order

2. Minutes
   Minutes of the Regular Meeting March 21, 2012

3. Correspondence

4. Bills for payment

5. Financial Report

6. Librarian's Report
   Circulation Services Report - Department Head Deb Meder

7. Public Comment

8. Community Outreach

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

10. Old Business
    A. Re-Design Update
    B. Library Marketing update
    C. Administrative Librarian Review

11. Closed Session to discuss "the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body."

12. New Business
    A. FY2012/13 Budget Process - Levy Edit Report & Estimate of Revenues
    B. Building & Maintenance Levy Ordinance 12-01 (information)

13. Adjournment

CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Minutes of April 18, 2012

I. Call to order: Meeting called to order by President Tuttle at 7:00p.m. Those in attendance: President Tuttle, board members Amati, Boehner, Ruklic, Sizemore, Wagner & Warren. Also in attendance: Administrator Schulten, Head of Adult Services Amschl, Head of Circulation Meder and Admin. Asst. Bonfiglio. Motion to move Closed Session to the end of the agenda by Amati, second by Wagner. Motion passed.

II. Minutes: Motion to approve minutes of regular meeting of March 21, 2012 by Sizemore, second by Ruklic. Motion passed.

III. Correspondence: Notice concerning the upcoming ATLAS trustee workshop. One of the speakers will be Administrator Schulten who will talk about space planning & the trends that she learned about at PLA. Thank you from employees Meder & White for being able to attend the Circulation conference in Springfield. Also a reminder to send in the statement of economic interest forms.

IV. Bills for payment: Trustee Sizemore asked about Those Funny Little People. Motion to approve all bills as presented by Amati, second by Warren. Motion passed unanimously on voice vote.

V. Financial report: The trustees liked the addition of the percent of budget information to the Income/Expense report.

VI. Librarian's report: Administrator Schulten stated that the library received an email FOIA request. Head of Circulation Meder presented a short video that showed the need for changes at the Circulation desk.

VII. Public comment: No public comment.

VIII. Community outreach: Trustee Sizemore attended the School District meeting & mentioned the Coffee Connection anniversary, the redesign project and the homework help on the website. Trustees were not able to attend the other meetings.

IX. Other reports:

A. Friends of the Crete Public Library: Trustee Amati reported that the book sale was very successful with sales of $1300.00. The Friends are looking into other fundraising options during the redesign period.
B. Crete Library Foundation: The Foundation will once again sponsor the Crete Odyssey of the Mind Team for their trip to the World Finals. They will also act as the group's fiscal agent.

XI. Old business:

A. Re-design Update: Administrator Schulten had sent floor plan revisions to Ms. Cullen that would accommodate more of the library's collection. Ms. Cullen will check the revisions and let Ms. Schulten know if they will work. Ms. Schulten also met with a representative from Key Interiors, a company that has assisted other libraries with similar redesign projects.
B. Library marketing update: Ms. Marshall plans to spend some time here in order to learn more about the library. Administrator Schulten presented 3 possible logos developed by the library's graphic designer. None of the 3 met with an overwhelming positive response. Trustees were asked to view the logos and send feedback or suggestions within the next week.

XII. New business:

A. Fy2012/13 Budget – Levy Edit Report & Estimate of Revenues: The board reviewed the budget for the upcoming fiscal year.
B. Building & Maintenance Levy Ordinance 12-01 (information): The Building & Maintenance Levy Ordinance 12-01 was reviewed.

XIII. Closed Session to discuss "the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body." Motion to go into closed session at 8:10p.m. by Amati, second by Warren. Motion passed. The board returned to regular session at 8:47p.m.

XIV. Adjournment: Motion to adjourn at 8:49p.m.by Sizemore, second by Wagner. Motion passed.

Respectfully submitted,
Cindy Wagner, Secretary