

CRETE PUBLIC LIBRARY BOARD OF TRUSTEES

BOARD MEETING

AGENDA

May 16, 2012

1. Call to order
2. Minutes
 - Minutes of the Regular Meeting April 18, 2012
 - Minutes of the Closed Session April 18, 2012
3. Correspondence
4. Bills for payment
5. Financial Report
6. Librarian's Report
 - Technical Services Report - Department Head Lori Williams
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
 - A. Building & Maintenance Levy (information)
 - 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 Working Budget
 - B. FY2012/13 Premium Only Plan - health insurance (Resolution 12-01 draft)
 - C. FY2012/13 Prevailing Wage (Ordinance 12-01 draft)
 - D. FY2012/13 Meeting Dates & Times (Ordinance 12-02 draft)
 - E. FY2012/13 Public Library Non-Resident Cards (Ordinance 12-03 draft)
13. Adjournment

**CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Minutes of May 16, 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 and Admin. Asst. Bonfiglio. Motion to add to new business changing the June meeting date by Wagner, second by Warren. Motion passed.
- II. Minutes: Motion to approve minutes of regular meeting of April 18, 2012 by Boehner, second by Sizemore. Motion passed. Motion to approve minutes of closed session of April 18, 2012 by Warren, second by Boehner. Motion passed.
- III. Correspondence: Thank you from Admin. Schulten for the sympathy plant. Thank you from patron Joellen W. for the senior day events & luncheon. Donation from Crete Women's Club in the amount of \$150.00 for the youth of the community.
- IV. Bills for payment: One additional bill for payment in the amount of \$242.76 to Gail Scott for children's supplies. Admin. Schulten also mentioned the upcoming bond interest payment due in June for \$9185.00. Motion to approve all bills as presented by Ruklic, second by Warren. Motion passed on voice vote.
- V. Financial report: The budget total is well below expected. Admin. Schulten explained that in preparation of the redesign the Adult & Children's departments are not purchasing as much material as in the past.
- VI. Librarian's report: Since there is a lot to cover & Head of Tech Services will be working with Ms. Marshall on the revamping of the website she will have a more informative presentation once the website is finished.
- VII. Public comment: No public comment.
- VIII. Community outreach: Trustee Boehner attended the Township meeting and mentioned the Coffee Connection & redesign. She heard about the increased break-ins in the area. The trustees will not attend any community meetings during the summer.
- IX. Other reports:
 - A. Friends of the Crete Public Library: Trustee Amati reported that the friends were still looking into other fundraising options. The ongoing book sale has been generating some funds. Ms. Amati also reported that 2 new members have been attending the meetings since spring.
 - B. Crete Library Foundation: The Odyssey of the Mind car wash made approx. \$300.00 despite the weather. The next Foundation meeting will be on September 11th.

X. Old Business:

- A. Re-Design Update: The board reviewed the latest update of the floor plans. Ms. Schulten explained that other than a little tweaking of some small things the floor plans were in the final stages. Some changes allowed the Adult & Children's department to keep more materials & to utilize more existing shelving. The board agreed to interview 3 companies that could work as project managers. They hope to be able to see the presentations in June. Ms. Cullen can work with the library on the third phase of the project which would be selecting furniture packages as well as carpet and other materials. Motion to hire Ms. Cullen for phase 3 of the redesign project by Amati, second by Boehner. Motion passed.
- B. Library Marketing update: The trustees reviewed the second round of logos for the library. After much discussion the majority of the trustees felt that any new logo should incorporate the diamond icon that is currently being used. Ms. Schulten will have the designer work up more logos that focus on the diamond shape.
- C. Building & Maintenance Levy (information): Ms. Schulten consulted with the Will County Tax Extension office, the library attorney Jim Fessler & financial consultant Jamie Raichlin; they all agreed that the library could incorporate the Building & Maintenance Levy into the General Fund. Ms. Schulten will also explore paying off the bond this upcoming fiscal year.
- D. Administrative Librarian Review: Closed session to discuss "the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body." Motion to go to closed session at 8:02p.m. by Ruklic, second by Warren. Motion passed. The board returned to regular session at 8:22p.m. Motion to increase the Administrative Librarian's salary by 3.25% by Warren, second by Ruklic. Motion passed on voice vote.

XI. New Business:

- A. FY2012/13 Working budget: The proposed budget was reviewed. Some line items were increased in anticipation of the redesign costs. Changes in staffing will also affect the budget.
- B. FY2012/13 Premium Only Plan – health insurance (Resolution 12-01 draft): The board discussed the benefits of the Premium Only Plan.
- C. FY2012/13 Prevailing Wage (Ordinance 12-01 draft): The library agrees to pay the prevailing wage for any work performed at the library.
- D. FT2012/13 Meeting Dates & Times (Ordinance 12-02 draft): The board discussed adding an extra meeting each month during the redesign. They may also need to meet in December.
- E. FY2012/13 Public Library Non-Resident Cards (Ordinance 12-03 draft): The board will offer cards to non-residents that are interested.
- F. Change of the June 20, 2012 board meeting: The board discussed changing the June board meeting.

XII. Adjournment: Motion to adjourn at 8:40 by Boehner, second by Warren. Motion passed.

Respectfully submitted,
Cindy Wagner, Secretary