

**CRETE PUBLIC LIBRARY BOARD OF TRUSTEES
BOARD MEETING**

**October 17, 2012
7:00 p.m.**

AGENDA

1. Call to order
2. Minutes
 - Minutes of the Regular Meeting September 19, 2012
 - Minutes of the Special Meeting October 3, 2012
3. Correspondence
4. Bills for payment
5. Financial Report
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. Re-Design update
 - B. Renaissance Faire October 13, 2012
 - C. FY2012 Levy Ordinance 12-05 (information)
11. New Business
 - A. ATLAS Staff In-Service November 30 - closing request
 - B. Patient Protection and Affordable Care Act (PPACA information)
 - C. 2013 Library Trustee Election April 9, 2013
 - D. Holiday Schedule & Party date
12. Adjournment

CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
October 17, 2012

- I. Call to order: Meeting called to order by President Tuttle at 7:02 p.m. Those in attendance: President Tuttle, board members: Amati, Boehner, Ruklic, Sizemore & Wagner. Absent: Warren. Also in attendance: Administrator Schulten, Head of Adult Services Amschl & Admin. Asst. Bonfiglio.
- II. Minutes: Motion to approve minutes of the regular meeting of September 19, 2012 by Ruklic, second by Wagner. Motion to approve minutes of special meeting of October 3, 2012 by Sizemore, second by Ruklic. Both motions passed. Ayes: Amati, Boehner, Ruklic, Sizemore & Wagner. Nays: None.
- III. Correspondence: Letter from library attorneys Klein, Thorpe & Jenkins advising library regarding the upcoming rules for agenda items. Starting January 2013 agenda items will need to contain more information.
- IV. Bills for payment: One additional bill for Norman Electric in the amount of \$930.45 for parking lot bulb and ballast replacement. Motion to approve all bills as presented by Amati, second by Boehner. Motion passed on voice vote. Ayes: Amati, Boehner, Ruklic, Sizemore & Wagner.
- V. Financial report: Trustee Ruklic stated that with a third of the budget completed, expenses are at 19% which is below the expected 25%. There are no areas of concern.
- VI. Librarian's report: Administrator Schulten & several department heads attended the annual ILA conference. They found the information worthwhile & will have individual reports for the next regular meeting.
- VII. Public comment: No public comment.
- VIII. Community outreach: Trustee Boehner attended the village meeting; she mentioned the Renaissance Faire & gave a redesign update. Trustee Sizemore went to the township meeting and learned about a group home that wants to expand.
- IX. Other reports:
 - A. Friends of the Crete Public Library: Trustee Amati said the bake sale at the recent Renaissance Faire was a success. They had over 22 volunteers bake items for sale & several friends helped before & during the sale. The friends will once again donate to the Crete Country Christmas. They also plan to sell Fannie May candy bars as a fundraiser.
 - B. Crete Library Foundation: The Foundation will meet November 13th.

IX. Old Business:

- A. Re-Design update: PBS came with several contractors to view the proposed changes to the building. They discussed the meeting rooms and options for the access door to the patio. The contractors left with copies of blueprints and access to Basecamp the online site for the re-design. Administrator Schulten has been in contact with Ms. Bolan who has been working on the design aspect. Ms. Bolan will have several choices for the board to view at the November 7th meeting.
- B. Renaissance Faire October 13, 2012: The feedback from patrons and staff has been positive overall. Having a backup plan in case of bad weather was a good move since the library did need to use it. Some patrons were disappointed that the falcons were not on view the whole time, but for the birds' safety it was necessary. A tentative date & plans for next year was discussed.
- C. FY2012 Levy Ordinance 12-05 (information): The board discussed the FY2012 Levy Ordinance. Motion to approve draft of FY2012 Levy Ordinance 12-05 by Wagner, second by Amati. Motion passed. Ayes: Amati, Boehner, Ruklic, Sizemore & Wagner. Nays: none.

IIX. New Business:

- A. ATLAS Staff In-Service November 30 – Closing request: Motion to close November 30th for annual ATLAS Staff In-Service by Sizemore, second by Ruklic. Motion passed. Ayes: Amati, Boehner, Ruklic, Sizemore & Wagner. Nays: none.
- B. Patient Protection and Affordable Care Act (PPACA information): The board reviewed the library's responsibilities in regard to the Patient Protection and Affordable Care Act.
- C. 2013 Library Trustee Election April 9, 2013: Four Trustees are up for re-election in the spring. Two Trustees indicated that they would not run again. Another trustee was not certain.
- D. Holiday Schedule & Party Date: The date for the annual Board & Staff Holiday party is set for December 7th at 6:00p.m. There will be a board meeting on December 5th.

- IIIX. Adjournment: Motion to adjourn at 8:46p.m. by Wagner, second by Amati. Motion passed. Ayes: Amati, Boehner, Ruklic, Sizemore & Wagner. Nays: none.

Respectfully Submitted
Cindy Wagner, Secretary