

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

**February 20, 2013
7:00 p.m.**

MEETING AGENDA

1. Call to order
2. Minutes
 - Minutes of the Regular Meeting January 16, 2013
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. Patron Services during construction
 - C. Resolution 13-01 - Resolution to transfer FY2011/12 Corporate Fund surplus to the Debt Service Fund and Special Reserve Fund. The library will transfer reserves from the FY2011/12 General Operating Fund in the amount of \$255,000 to the Debt Service Fund to cover the last building bond payment and \$230,000 to the Special Reserve Fund to pay for renovations to the library.
11. New Business
 - A. Upcoming meetings
12. Adjournment

CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
February 20, 2013

- 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, Admin. Asst. Bonfiglio & Phyllis Monks. Items to add to new business: Giving Lion's Club donation back to be used to support local Meals on Wheels. Add board meeting on March 9, 2013 10:00 a.m. to review re-design bids & change regular meeting to March 13, 2013. Public feedback on new website.
- II. Minutes: Motion to approve minutes of regular board meeting January 16, 2013 by Ruklic, second by Amati. Motion passed. Ayes: Amati, Boehner, Ruklic, Sizemore, Wagner & Warren. Nays: none.
- III. Correspondence: Thank you from the Crete Pantry for the monetary donation. Thank you from patron Blackful for reference assistance. Invitation to the grand opening of the new Alsip-Merrionette Park Library.
- IV. Bills for payment: Motion to approve all bills for payment by Wagner, second by Amati. Motion passed on voice vote. Ayes: Amati, Boehner, Ruklic, Sizemore, Wagner & Warren. Nays: none.
- V. Financial report: Trustee Ruklic stated that the income & expense report for the library indicates that most of the income for the fiscal year has been received & expenses so far, are lower than anticipated.
- VI. Librarian's report: Administrator Schulten spoke at the recent Lion's Club meeting & received a check for \$1000.00. At the same meeting, the club discussed the difficulty the Meals on Wheels organization was having trouble funding the service and that the Will County Senior Center needed to cut one delivery day each week.
- VII. Public comment: No public comment.
- VIII. Community outreach: Trustee Ruklic attended the Crete Village board meeting & spoke about the re-design. He also went to the Township meeting, where they talked about the Meals on Wheels program. They will look into finding more money & volunteers. The township also mentioned that with the mild winter they have an excess of salt. Trustee Tuttle attended the school board meeting & heard that Coretta Scott King School has received an outstanding achievement award for having 90% of their students exceeding standards. She also went to an ILA trustee workshop & learned how to chart a new course in times of change. The trustees set the community outreach calendar for March & April. Administrator Schulten will have some talking points available.

IX. Other reports:

- A. Friends of the Crete Public Library: The friends discussed the new cart. Candy sales have been going well.
- B. Crete Library Foundation: The Foundation will meet in April.

XI. Old business:

- A. Re-design update: Administrator Schulten discussed the bid process & timeline. Since bids will be opened on March 6th & the board hopes to make a decision on March 13th, there is a need for an additional meeting between the two dates to evaluate the companies & their proposed bids.
- B. Ms. Schulten spoke about contingency plans for when sections or the whole library may need to close. During construction the board suggested leniency for fines & renewal of items.
- C. Resolution 13-01 Resolution to transfer FY2011/12 Corporate Fund surplus to the Debt Service Fund and Special Reserve Fund: The library will transfer reserves from the FY2011/12 General Operating Fund in the amount of \$255,000.00 to the Debt Service Fund to cover the last building bond payment and \$230,000.00 to the Special Reserve Fund to pay for renovations to the library. Motion to approve Resolution 13-01 by Warren second by Ruklic. Motion passed on voice vote. Ayes: Amati, Boehner, Ruklic, Sizemore, Wagner & Warren. Nays: none.

XII. New business:

- A. Lion's Club Donation: Motion to return \$1000.00 Lion's Club Donation to be used for local Meals on Wheels program by Amati, second by Boehner. Motion passed. Ayes: Amati, Boehner, Ruklic, Sizemore, Wagner & Warren. Nays: none.
- B. Board meeting dates: Motion to add Special Board Meeting on March 9, 2013 at 10:00 a.m. to evaluate bids by Wagner, second by Ruklic. Motion to change regular board meeting to March 13, 2013 by Wagner, second by Ruklic. Both motions passed. Ayes: Amati, Boehner, Ruklic, Sizemore, Wagner & Warren. Nays: none.
- C. Public Feedback on New Website: While the feedback on the new website has been mostly positive, some people have had trouble finding the SWAN catalog to search for library items. The wording on that area of the site can be changed to make it easier to find. Administrator Schulten talked about the difficulty of setting up the site with new software and a new platform and that the website site was still in transition.

- XIII. Adjournment: Motion to adjourn at 7:58 p.m. by Ruklic, second by Wagner. Motion passed. Ayes: Amati, Boehner, Ruklic, Sizemore, Wagner & Warren. Nays: None.

Respectfully Submitted
Cindy Wagner, Secretary