

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

**March 13, 2013
7:00 p.m.**

MEETING AGENDA

1. Call to order
2. Minutes
 - Minutes of the Regular Meeting February 20, 2013
 - Minutes of the Special Meeting of March 6, 2013
 - Minutes of the Special Meeting of March 9, 2013 (available at meeting)
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. Decision on bids
 - B. Re-Design update
11. New Business
 - A. Administrative Librarian Annual Review
12. Adjournment

CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
March 13, 2013

- I. Call to order: Meeting called to order by President Tuttle at 7:01 p.m. Those in attendance: President Tuttle, board members: Amati, Boehner, Ruklic, Sizemore & Wagner. Also in attendance: Administrator Schulten, Head of Adult Services Amschl & Admin. Asst. Bonfiglio. Item to add to the agenda, add special board meeting to evaluate bids on March 30, 2013 at 10:00 a.m.
- II. Minutes: Motion to approve minutes of Regular Meeting February 20, 2013 by Wagner, second by Boehner. Motion to approve minutes of Special Meeting March 6, 2013 by Ruklic, second by Wagner. Motion to approve minutes of Special Meeting March 9, 2013 by Ruklic, second by Sizemore. All three motions passed. Ayes: Amati, Boehner, Ruklic, Sizemore & Wagner. Nays: None.
- III. Correspondence: Letter from Will County Clerk informing the board that the April 9th elections will not be certified until April 30th.
- IV. Bills for payment: One additional bill for payment to AA Yes Plumbing in the amount of \$1756.00 for the toilet repair. Motion to approve all bills for payment by Sizemore, second by Wagner. Motion passed on voice vote. Ayes: Amati, Boehner, Ruklic, Sizemore & Wagner. Nays: None.
- V. Financial report: Trustee Ruklic reported that with budget 2/3 through the fiscal year, expenses are well below expected. There are no significant issues.
- VI. Librarian's report: Administrator Schulten talked about the recent family literacy night at Crete-Monee School. Staff members Thorsen & Witvoet showed a presentation & used the new broadband to access the library from the remote location. The attendees were interested in the many things the library has to offer and were even able to check out the display materials with their library cards.
- VII. Public comment: No public comment.
- VIII. Community outreach: There were no community meetings since the last board meeting.
- IX. Other reports:
 - A. Friends of the Crete Public Library: Due to the weather the Friends did not meet.
 - B. Crete Library Foundation: The Foundation will meet in April.

X. Old business:

- A. Decision on bids: The board discussed the fact that not enough bids were received, especially for some of the bigger ticket items - carpet, paint & the custom furniture. After talking to vendors many indicated that they didn't have enough time to work up a bid & submit it. Motion to reject current bids by Ruklic, second by Amati. Motion passed. Ayes: Amati, Boehner, Ruklic, Sizemore & Wagner. Nays: None. Motion to set new bid deadline for March 25, 2013 at 5:00p.m. by Amati, second by Wagner. Motion passed. Ayes: Amati, Boehner, Ruklic, Sizemore & Wagner. Nays: None. Motion to add Special Board Meeting to evaluate bids on March 30, 2013 at 10:00a.m. by Sizemore, second by Ruklic. Motion passed. Ayes: Amati, Boehner, Ruklic, Sizemore & Wagner. Nays: None.
- B. Re-Design update: The board discussed the impact that extending the bid deadline will have. Administrator Schulten will work with PBS & Ms. Bolan to insure all questions are answered in a timely manner. The board also suggested that lead time for carpet & furniture should be a consideration.

XI. New business:

- A. Administrative Librarian Annual Review: The evaluation forms will be emailed to the trustees by March 18, 2013 and will need to be completed by April 1, 2013. The review committee will be Trustees Amati & Boehner. They will compile the data for the April meeting.

- XII. Adjournment: Motion to adjourn at 7:33p.m. by Amati, second by Boehner. Motion passed. Ayes: Amati, Boehner, Ruklic, Sizemore & Wagner. Nays: None.

Respectfully Submitted,
Cindy Wagner, Secretary