

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

**April 17, 2013
7:00 p.m.**

MEETING AGENDA

1. Call to order
2. Minutes
 - Minutes of the Regular Meeting March 13, 2013
 - Minutes of the Special Meeting of March 30, 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. 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
APRIL 17, 2013

- I. Call to order: Meeting called to order by President Tuttle at 7:00 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, Phyllis Monks & Heather VanZyl. The agenda needed to be revised. Motion to accept the revised agenda by Wagner, second by Boehner. Motion passed. Ayes: Amati, Boehner, Ruklic, Sizemore & Wagner. Nays: None.
- II. Minutes: Motion to approve minutes of Regular Meeting March 13, 2013 by Amati, second by Wagner. Motion to approve minutes of Special Meeting March 30, 2013 by Ruklic, second by Sizemore. Motion to approve minutes of Special Meeting April 3, 2013 by Boehner, second by Amati. All three motions passed. Ayes: Amati, Boehner, Ruklic, Sizemore & Wagner. Nays: None.
- III. Correspondence: The library will be receiving the Per Capita Grant according to the State Library. Thank you from the 6th Grade Center for attending the literacy game night. Notice concerning the annual Trustee workshop in June.
- IV. Bills for payment: One additional bill to Michelle Madison for reimbursement of supplies & travel in the amount of \$333.78. Motion to approve all bills as presented by Sizemore, second by Ruklic. Motion passed on voice vote. Ayes: Amati, Boehner, Ruklic, Sizemore & Wagner. Nays: None.
- V. Financial report: Trustee Ruklic reported that with 3/4 of the fiscal year over the library is in good shape having received almost all of the expected income & expenses are well under budget.
- VI. Librarian's report: Ms. Bonfiglio gave an update on the upcoming First United Bank change over to Old Plank Trail Community Bank.
- VII. Public comment: Ms. Monks stated that she was happy to have won the library election.
- VIII. Community outreach: President Tuttle explained the reasons for attending the board meetings of other governmental units to the two new trustees elect. Trustee Amati went to the Park District but the time had been changed from 7p.m to 6. They did work on their budget & talked about the new facility. Trustee Ruklic gave a brief synopsis of the renovation project to the Village board. He also attended the School Board meeting & heard the children read essays about their experience during the library's Battle of the Books. The board would like to see some of the essays.
- IX. Other reports:
 - A. Friends of the Crete Public Library: Trustees Amati & Sizemore mentioned that the candy sale has been very popular & more candy needs to be ordered.
 - B. Crete Library Foundation: Trustee Sizemore gave a renovation update. The Foundation discussed funding the Odyssey of the Mind once again. That group will have a car wash in the library's parking lot May 11th.

IIX. Old business:

- A. Re-Design update: All bidders have been notified whether they were selected or not. Mr. Chase is working on contracts, insurance & bonds for the companies that were selected. He will also obtain the permit application. Once that is approved the library will need to provide a check for the permit. Ms. Schulten will meet with Steve Johnson who will arrange for an outside container that can be used for storing items until we need them.
- B. Moving Company bids (action): Two moving bids were submitted and both were within the bid guidelines. Motion to accept bid from Pro Lift Movers in the amount of \$33875.00 by Ruklic, second by Wagner. Motion passed on voice vote. Ayes: Amati, Boehner, Ruklic, Sizemore & Wagner. Nays: None.
- C. Meeting Room AV (action): A library committee has been meeting with AV vendors for some time. After several proposals & many questions the committee has put together a comparison chart to help determine the best choice. Motion to accept proposal from Kole Digital Systems Inc. in the amount of \$14055.00 by Wagner, second by Boehner. Motion passed on voice vote. Ayes: Amati, Boehner, Ruklic, Sizemore & Wagner. Nays: None.

IIIX. Administrative Librarian Annual Review: Motion by Wagner, second by Boehner to go into closed session at 7:36 p.m. for the purpose of discussing the Administrator's annual evaluation. Motion passed. Ayes: Amati, Boehner, Ruklic, Sizemore & Wagner. Nays: None.

IIIX. Closed Session to discuss "the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body." Motion to approve revisions from closed session by Wagner, second by Ruklic. Motion passed. Ayes: Amati, Boehner, Ruklic, Sizemore & Wagner. Nays: None. The board returned to regular session at 8:01 p.m.

IVIX. New Business:

- A. Prevailing Wage (information report on the changes required for companies doing business with public bodies in the state of Illinois): The new law requires any company that does business with a public body to submit a certified copy of the payroll. There are still some areas of the new law that seem murky and the ATLAS group will look into clarifying those points.
- B. FY2013/14 Budget – Levy Edit Report & Estimate of Revenues: The levy was reviewed & the previous calculations were very accurate.
- C. Security Camera proposals (information): When the library first started looking into security cameras the prices were somewhat higher & the technology was different. Now with the re-design in the works it is a good time to install a system. The board reviewed the companies and the options available.

VIX. Adjournment: Motion to adjourn at 8:20 p.m. by Wagner, second by Amati. Motion passed. Ayes: Amati, Boehner, Ruklic, Sizemore & Wagner. Nays: None.

Respectfully Submitted,
Cindy Wagner, Secretary