

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

**May 15, 2013  
7:00 p.m.**

**MEETING AGENDA**

1. Call to order
2. Minutes
  - Minutes of the Regular Meeting April 17, 2013
  - Minutes of Closed Session of April 17, 2013
  - Minutes of the Special Meeting of May 1, 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. Administrative Librarian Annual 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. FY2013/14 Working Budget
  - B. FY2013/14 Premium Only Plan (Resolution 13-01 draft)
  - C. FY2013/14 Prevailing Wage (Ordinance 13-01 draft)
  - D. FY2013/14 Meeting Dates & Times (Ordinance 13-02 draft)
  - E. FY2013/14 Public Library Non-Resident Cards (Ordinance 13-03 draft)
  - F. Kids Space heat pump (information)
  - G. FY2014 ISL Per Capita Grant requirements
13. Adjournment

CRETE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING  
MAY 15, 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 & Warren. Also in attendance: Administrator Schulten, Head of Adult Services Amschl, Admin. Asst. Bonfiglio, Phyllis Monks & Heather Van Zyl.
- II. Minutes: Motion to approve minutes of Regular Meeting of April 17, 2013 by Wagner, second by Boehner. Motion to approve minutes of Closed Session of April 17, 2013 by Warren, second by Amati. Motion to approve minutes of Special Meeting of May 1, 2013 by Amati, second by Wagner. All three motions passed. Ayes: Amati, Boehner, Ruklic, Sizemore Wagner & Warren. Nays: None.
- III. Correspondence: Thank you from Erica Jepperson for children's books. Reminder for Trustee workshop coming in June. Information on the Crete Memorial Day parade. Trustees Tuttle & Warren will ride in a convertible.
- IV. Bills for payment: There are several construction bills to be added. RJE Business Interiors, \$14196.00, R. Smith Construction, \$34658.00, Norman Electric, \$2921.00, Vortex Flooring, \$64705.00, Fineline Furniture, \$3415.11, Advance Fire Protection, \$2424.00 & PBS, \$6071.50. Motion to approve all bills as presented by Warren, second by Sizemore. Motion passed on voice vote. Ayes: Amati, Boehner, Ruklic, Sizemore Wagner & Warren. Nays: None.
- V. Financial report: Trustee Ruklic stated that the budget is at 83% and is in good shape. Construction costs will not start to appear until the budget reports for the end of May.
- VI. Librarian's report: Ms. Schulten stated that the staff has been wonderful working to prep the library for the construction. The staff has been moving shelves, packing & working in less than ideal conditions. Patrons have adjusted to the ongoing changes as well.
- VII. Public comment: No public comment.
- VIII. Community outreach: Trustee Amati attended the Township meeting; they offered to post library closings on their sign. Trustee Boehner went to the Village meeting and gave a redesign update.
- IX. Other reports:
  - A. Friends of the Crete Public Library: Trustee Amati mentioned that the Friends are collecting gardening books to sell at the upcoming Garden Walk. They are also looking for volunteers for the sale.
  - B. Crete Library Foundation: The Foundation will meet in August.

IIX. Old business:

- A. Re-Design update: The company that agreed to install the tile in the foyer has backed out. R Smith Construction has agreed to handle the tile work for an additional cost. The board members toured the library & viewed the work that has been done so far.
- B. Administrative Librarian Annual 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 7:27 p.m. by Wagner, second by Boehner. Motion passed. Ayes: Amati, Boehner, Ruklic, Sizemore Wagner & Warren. Nays: None. The board returned to regular session at 7:43p.m. Motion to increase the Administrative Librarian’s salary by 3% by Wagner, second by Ruklic. Motion passed on voice vote. Ayes: Amati, Boehner, Ruklic, Sizemore Wagner & Warren. Nays: None.

XI. New business:

- A. FY2013/14 Working Budget: The proposed budget was reviewed. Since expenses for the re-design will continue into the next fiscal year, the budget will reflect that.
- B. FY2013/14 Premium Only Plan (Resolution 13-01 draft): The board discussed the benefits of the Premium Only Plan.
- C. FY2013/14 Prevailing Wage (Ordinance 13-01 draft): The library agrees to pay the prevailing wage for any work performed at the library.
- D. FY2013/14 Meeting Dates & Times (Ordinance 13-02 draft): The board reviewed the meeting dates & times. The extra meetings for the re-design will continue for several more months.
- E. FY2013/2014 Public Library Non-Resident Cards (Ordinance 13-03 draft): The board will offer card to non-residents that are interested.
- F. Kids Space Heat Pump: A separate heating unit is needed upstairs in the new program space. The unit will be cheaper than changing all the duct work. Motion to accept Space Heat Pump proposal from Arctic Engineering in the amount of \$7670.00 by Wagner, second by Sizemore. Motion passed on voice vote. Ayes: Amati, Boehner, Ruklic, Sizemore Wagner & Warren. Nays: None.
- G. FY2014 ISL Per Capita Grant requirements: Much of the information that was used for the re-design can be used for the Per Capita Grant.

- XII. Adjournment: Motion to adjourn at 8:30 p.m. by Amati, second by Boehner. Motion passed. Ayes: Amati, Boehner, Ruklic, Sizemore Wagner & Warren. Nays: None.

Respectfully Submitted,  
Cindy Wagner, Secretary