

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

**August 21, 2013
7:00 p.m.**

BUDGET & APPROPRIATION HEARING

MEETING AGENDA

1. Call to order
2. Minutes
 - Minutes of the Regular Meeting July 17, 2013
 - Minutes of the Special Meeting of August 7, 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. FY2013-14 Budget & Appropriation Ordinance 13-04 (action)
 - B. Re-Design update
 - C. Decommission and sale of old furniture (action)
 - D. FY2013 Illinois Public Library Annual Report (IPLAR) - a statistical report submitted annually to the Illinois State Library. (review)
11. New Business
 - A. FY2014 Per Capita Grant requirement. The Board will review Chapter 10 "Marketing, Promotion and Collaboration" from *Serving Our Public 2.0 Standards for Illinois Libraries 2009* and discuss the other requirements.
 - B. Crete Park District Park-a-Palooza - September 7, 2013
 - C. Grand Re-Opening Date - October 19, 2013
12. Adjournment

CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
August 21, 2013

- I. Call to order: Meeting called to order at 7:11p.m. by President Tuttle. Those in attendance: President Tuttle, board members: Amati, Boehner, Monks, Sizemore, Van Zyl & 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 July 17, 2013 by Boehner, second by Sizemore. Motion to approve minutes of special meeting of August 7, 2013 by Monks, second by Boehner. Both motions passed. Ayes: Amati, Boehner, Monks, Sizemore, Van Zyl & Warren. Nays: None.
- III. Correspondence: Illinois Library Association will have a Trustee Day during the upcoming conference at Navy Pier. Any trustees that wish to attend should let the Administrator know. Thank you from staff member Witvoet for the opportunity to attend "On the Front Lines" conference. Reminder about the upcoming Friends fundraiser "Brain Freeze" day at Cone Cottage.
- IV. Bills for payment: Several additional construction bills for payment. Trout Glass \$990.00, Lending Masonry \$165.00, Professional Library Lift \$3387.50, Advanced Fire \$404.00 & Professional Building Services \$35.00. The trustees asked about the \$1100.00 payment to the Crete Postmaster. The Administrator explained that it was a deposit to our bulk mailing account for newsletter mailing. Motion to approve all bills as presented by Sizemore, second by Boehner. Motion passed on voice vote. Ayes: Amati, Boehner, Monks, Sizemore, Van Zyl & Warren. Nays: None.
- V. Financial report: The first month of the new fiscal year is finished and expenses are under budget at 6.25%.
- VI. Librarian's report: Ms. Schulten showed the goodie bag that will be given to the local teachers. Inside are bookmarks, sticky notes, candy and information on library services.
- VII. Public comment: No public comment.
- VIII. Community outreach: The board members set up the September/October schedule for visiting other community meetings.
- IX. Other reports:
 - A. Friends of the Crete Public Library: The Friends will meet next Tuesday and will discuss the best way to handle incoming book donations.
 - B. Crete Library Foundation: The Foundation will help with the cost of refreshments for the grand re-opening. They will also fund some new artwork for the building.

XI. Old business:

- A. FY2013-14 Budget & Appropriation Ordinance 13-04 (action): Motion to approve FY2013-14 Budget & Appropriation Ordinance 13-04 by Amati, second by Sizemore. Motion passed on voice vote. Ayes: Amati, Boehner, Monks, Sizemore, Van Zyl & Warren. Nays: None.
- B. Re-Design update: Ms. Schulten reported that RJE has not budged on the cost of the table legs that need casters. In the meantime Mr. Chase from PBS has found a local shop that can retro-fit the legs for a fraction of the cost. This work would void the warranty from RJE. Motion to use Iron Works to retro-fit the table legs by Boehner, second by Monks. Motion passed on voice vote. Ayes: Amati, Boehner, Monks, Sizemore, Van Zyl & Warren. Nays: None. The new window blinds will cost \$1242.47 which includes installation. They are still looking into repairing the curtains in the large meeting room. The trustees discussed the new security camera system. The DIRTT walls will be replaced with the correct color panels. An electrician needs to add an outside light to the new exterior door and to address some of the dark areas in the library. The library is still waiting for the licenses for the self-service computers.
- C. Decommission and sale of old furniture (action): Ms. Schulten composed a list of furniture that will be for sale but will need some help to determine prices. The sale will take place on the same days of the village wide garage sale September 13 & 14. Motion to decommission old furniture by Amati, second by Van Zyl. Motion passed. Ayes: Amati, Boehner, Monks, Sizemore, Van Zyl & Warren. Nays: None.
- D. FY2013 Illinois Public Library Annual Report (IPLAR) – A statistical report submitted annually to the Illinois State Library. (review): The trustees reviewed the report; Ms. Boehner stated that her phone number was incorrect.

XII. New business:

- A. FY2014 Per Capita Grant requirement. The Board will review Chapter 10 "Marketing, Promotion and Collaboration" from *Serving Our Public 2.0 Standards for Illinois Libraries 2009* and discuss the other requirements: With the recent re-design the board has done a lot of marketing & promotion already. They discussed the need for a staff member to handle marketing & promotion.
- B. Crete Park District Park-a-Palooza – September 7, 2013: As usual there will be a raffle and a craft for the kids. The board determined a schedule to staff the booth.
- C. Grand Re-Opening Date – October 19, 2013: The board discussed plans for the party. It will be held inside to showcase all the new changes and improvements. Instead of food & drink there will be entertainment, raffle prizes and giveaways.

XIII. Adjournment: Motion to adjourn at 8:25 p.m. by Boehner, second by Monks. Motion passed. Ayes: Amati, Boehner, Monks, Sizemore, Van Zyl & Warren. Nays: None.

Respectfully Submitted,
Georgia Sizemore, Secretary

CRETE PUBLIC LIBRARY DISTRICT
Budget and Appropriations Hearing
August 21, 2013

The Budget and Appropriations hearing was called to order at 7:01 p.m. by President Tuttle.

In attendance were Trustees, Amati, Boehner, Monks, Sizemore, Van Zyl & Warren. Also in attendance: Administrator Schulten, Head of Adult Services, Amschl and Admin. Asst. Bonfiglio.

Ordinance No. 13-05 providing for the Budget and Appropriation of the Crete Public Library District, Will County, Illinois in the amount of \$2243000.00 for the fiscal year beginning July 1, 2013 and ending June 30, 2014 was presented.

No public in attendance or comment.

Motion to adjourn hearing at 7:10 p.m. by Amati, second by Monks. Motion passed. Ayes: Amati, Boehner, Monks, Sizemore, Van Zyl & Warren. Nays: none.

Respectfully submitted,
Georgia Sizemore, Secretary