

CRETE PUBLIC LIBRARY BOARD OF TRUSTEES

BOARD MEETING

November 20, 2013

7:00 p.m.

LEVY HEARING

MEETING AGENDA

1. Call to order
2. Minutes
Minutes of the Regular Meeting October 16, 2013
3. Correspondence
4. Bills for payment
5. Financial Report
Final bond payment of \$269,836.25 due 12.30.13
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. Grand Re-Opening report
 - C. FY2013 Levy Ordinance 13-06 stating revenues requested to operate the library during FY2012/13 through the taxation of real estate (action)
 - D. Re-Design Staff Appreciation
11. New Business
 - A. SWAN ILS search update
 - B. LIMRiCC ACA update
 - C. Meeting Room AV (Phase 2)
12. Adjournment

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

- I. Call to order: Meeting called to order at 7:10 p.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. Motion to add 3 items under new business: FY Audit, FY Treasurer's Report & add board meeting on December 11, 2013, by Boehner, second by Warren. Motion passed. Ayes: Amati, Boehner, Monks, Sizemore, Van Zyl & Warren. Nays: None.
- II. Minutes: Correction to October 16, 2013 minutes, should read "the Friends' old book cart". Motion to approve minutes of the regular meeting of October 16, 2013 with corrections by Boehner, second by Van Zyl. Motion passed. Ayes: Amati, Boehner, Monks, Sizemore, Van Zyl & Warren. Nays: None.
- III. Correspondence: Thank you from Crete Women's Club for the use of the meeting room for their afternoon tea. Thank you from the Crete Park District for participating in the Masquerade Parade & a note from Marceline Phalen complimenting the library on a successful remodel & grand re-opening party.
- IV. Bills for payment: The trustees reviewed the printed bills & payment #7 for the re-design. Trustee Boehner asked about the reupholstered items & the payment to Ryan Meder. Administrator Schulten explained that some of the café chair seats had been changed to a new color & Ryan had helped during the furniture sale. Payment #7 for the re-design had 3 bills listed: Norman Electric \$1082.40, Demco \$5000.00 & RJE Furniture \$7641.87. Motion to pay all bills printed & presented by Sizemore, second by Van Zyl. Motion passed on voice vote. Ayes: Amati, Boehner, Monks, Sizemore, Van Zyl & Warren. Nays: None.
- V. Financial report: Trustee Warren reported that the expenses were on track. Administrator Schulten mentioned that the final bond payment of \$269,836.25 will be paid in December. The library was able to abate this last bond payment for the taxpayers and it was paid from reserve funds put aside for that purpose.
- VI. Librarian's report: Ms. Schulten reported that the Lion's Club helped empty the storage unit and the all shelving was recycled. The Crete Lions Club received \$1200 for their efforts. The two units were picked up later that week.
- VII. Public comment: No public comment.
- VIII. Community outreach: As a board member of RAILS, President Tuttle gave a summary of the library system over the past few years. She mentioned that there had been many changes & cutbacks but that RAILS is rebounding after a tough few years. They were able to provide basic service during those years and now are in a position to possibly reinstate consulting & continuing education. The board set up the outreach schedule for January & February.
- IX. Other reports:
 - A. Friends of the Crete Public Library: The Friends discussed the parade float for the Crete Country Christmas.
 - B. Crete Library Foundation: The Foundation met on November 8th.

XI. Old business:

- A. Re-Design update: The re-design is in the final stages, the next part of the project is signage throughout the building.
- B. Grand Re-Opening report: Over 100 of the Open House attendees participated in the Treasure Hunt that highlighted the new spaces and services the library offers. Judging by the comments, the patrons were pleased with the changes and learned about some of the services the library has to offer.
- C. FY2013 Levy Ordinance 13-06 stating revenues requested to operate the library during FY2012/13 through the taxation of real estate (action): Motion to approve FY2013 Levy Ordinance 13-06 by Warren, second by Boehner. Motion approved on voice vote. Ayes: Amati, Boehner, Monks, Sizemore, Van Zyl & Warren. Nays: None.
- D. Re-Design Staff Appreciation: The board discussed giving staff more than the usual \$50.00 for a holiday bonus, because of the extra work involved with the re-design. A range of \$100-300 per employee was suggested based on the recommendations of each department head. The money will come from the Trustee Special Gifts Fund.

XII. New business:

- A. SWAN ILS search update: SWAN is looking to upgrade its system and the current system is not one of the finalists, so there will be changes and training to come.
- B. LIMRiCC ACA update: LIMRiCC will change its open enrollment period to a calendar year, they will also eliminate one of the insurance choices since it will not work with the new ACA rules.
- C. Meeting Room AV (Phase 2): When the library received bids for upgrading the AV system in the large meeting room they also received bids for installing a system in the newly expanded Community room. Motion to accept bid from Kole Digital by Amati, second by Warren. Motion approved on voice vote. Ayes: Amati, Boehner, Monks, Sizemore, Van Zyl & Warren. Nays: None.
- D. FY2013 Audit: The annual audit is complete and the board will discuss it next month.
- E. FY2013 Treasurer's report: Each year the library must complete an annual Treasurer's Report that summarizes the income and expenditures of the library for the fiscal year. The board will review the report next month.
- F. Addition of regular board meeting December 11, 2013: Motion to approve addition of regular board meeting on December 11, 2013 at 7:00 P.M. by Monks, second by Sizemore. Motion passed. Ayes: Amati, Boehner, Monks, Sizemore, Van Zyl & Warren. Nays: None.
- G. Update on Orland Park Public Library: In light of the recent problems at Orland Park Public Library the board discussed the library policy concerning pornography.

XIII. Adjournment: Motion to adjourn at 8:24 by Boehner, second by Sizemore. Motion passed.
Ayes: Amati, Boehner, Monks, Sizemore, Van Zyl & Warren. Nays: None.

Respectfully Submitted,
Georgia Sizemore, Secretary