

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

**May 21, 2014
7:00 p.m.**

MEETING AGENDA

1. Call to order
2. Minutes
 - Minutes of the Regular Meeting April 16, 2014
 - Minutes of Closed Session April 16, 2014
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. FY2015 Per Capita Grant Requirements – review of Chapter 7 “Collection Management & Resource Sharing” (*Serving Our Public 3.0*)
 - B. Capital Replacement Plan (information)
 - C. Administrative Librarian and Staff Review
11. Closed Session (if needed) to discuss “the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body.”
12. New Business
 - A. FY2014/15 Premium Only Plan (Resolution 14-01 draft)
 - B. FY2014/15 Prevailing Wage (Ordinance 14-01 draft)
 - C. FY2014/15 Meeting Dates & Times (Ordinance 14-02 draft)
 - D. FY2014/15 Public Library Non-Resident Cards (Ordinance 14-03 draft)
 - E. FY2014/15 Budget & Appropriations (Ordinance 14-04 draft) & Working Budget
 - F. Library Board vacancy
13. Adjournment

CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
MAY 21, 2014

- I. Call to order: Meeting called to order by President Tuttle at 7:00p.m. Those in attendance: President Tuttle, board members: Amati, Monks, Sizemore, Van Zyl & Warren. Also in attendance: Administrator Schulten, Head of Adult Services Amschl & Admin. Asst. Bonfiglio.
- II. Minutes: Correction to minutes of April 16, 2014 the name should be Doris Harmon-Warren. The minutes should also read "an increasing proportion given to CM201U vis-a-vis other taxing bodies." Motion to approve minutes of regular meeting of April 16, 2014 with corrections by Amati, second by Sizemore. Motion to approve minutes of Closed Session of April 16, 2014 by Warren, second by Amati. Both motion passed. Ayes: Amati, Monks, Sizemore, Van Zyl & Warren. Nays: None.
- III. Correspondence: Thank you from the Crete Pantry for the recent Food for Fines Donations.
- IV. Bills for payment: No additional bills for payment. Motion to approve all bills as presented by Warren, second by Sizemore. Motion passed on voice vote. Ayes: Amati, Monks, Sizemore, Van Zyl & Warren. Nays: None.
- V. Financial report: Trustee Warren reported that all the revenue for the fiscal year has been collected and that expenditures are below budgeted amounts. Any excess funds may be transferred to the Special Reserve Fund at the end of the fiscal year.
- VI. Librarian's report: Administrator Schulten stated that employee volunteers were set for the upcoming Memorial Day parade. Ms. Bonfiglio viewed the webinar for the annual IMRF meeting. IMRF had a very good year & the pension plan is in good shape.
- VII. Public comment: No public comment.
- VIII. Community outreach: Trustee Monks attended the Village meeting & mentioned the Summer Reading Program for adults & a successful Senior Day. The village board members talked about Driving the Dixie & using photos from the Historical Society to promote it.
- IX. Other reports:
 - A. Friends of the Crete Public Library: The Friends discussed the Garden Walk sale & a Fall Book Sale.
 - B. Crete Library Foundation: The Foundation will once again donate to the Odyssey of the Mind. They will also purchase artwork for the library.

- X. Old business:
- A. FY2015 Per Capita Grant Requirements – review of Chapter 7 “Collection Management & Resource Sharing” (*Serving Our Public 3.0*): The board discussed the importance of managing the collection & that resource sharing allows libraries to access many items that they might not be able to afford or have the room for. Administrator Schulten said that one of the goals for the upcoming year will be an in depth collection analysis.
 - B. Capital Replacement Plan (information): Administrator Schulten is still trying to find companies that are able to provide the information needed. Several companies that were approached felt that they were not prepared to present a proposal in the format required. Ms. Schulten has contacted a company that will provide a free energy saving audit.
- XI. Administrative Librarian & Staff Review: Closed session to discuss “the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body”: Motion to go into closed session at 7:37 by Sizemore, second by Monks. Motion passed on voice vote. Ayes: Amati, Monks, Sizemore, Van Zyl & Warren. Nays: None.
- The board returned to regular session at 7:56p.m. Motion by Warren to provide a base COL raise of 1.75% for staff salaries with merit raises to be added, seconded by Amati. Motion made by Amati to increase the Administrative Librarian’s salary by 2.75%, seconded by Sizemore. Both motions passed on voice vote. Ayes: Amati, Monks, Sizemore, Van Zyl & Warren. Nays: None.
- XII. New business:
- A. FY2014/15 Premium Only Plan (Resolution 14-01 draft): The board discussed the benefits of the Premium Only Plan.
 - B. FY2014/15 Prevailing Wage (Ordinance 14-01 draft): The library agrees to pay the prevailing wage for any work performed at the library.
 - C. FY2014/15 Meeting Dates & Times (Ordinance 14-02 draft): The board reviewed the meeting dates & times.
 - D. FY2014/15 Public Library Non-Resident Cards (Ordinance 14-03 draft): The board will offer the option to purchase a card to non-residents who qualify.
 - E. FY2014/15 Budget & Appropriations (Ordinance 14-04 draft) & Working Budget: The proposed budget was reviewed. The board discussed how money is used within each fund.
 - F. Library Board vacancy: The board discussed the different ways to find eligible candidates; they also reviewed the interview process & election procedure.
- XIII. Adjournment: Motion to adjourn at 8:15p.m. by Warren, second by Monks. Motion passed. Ayes: Amati, Monks, Sizemore, Van Zyl & Warren. Nays: None.

Respectfully Submitted,
Georgia Sizemore, Secretary