

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

**April 15, 2015
7:00 p.m.**

MEETING AGENDA

1. Call to order
2. Minutes
Minutes of the Regular Meeting March 18, 2015
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. Locker purchase (action)
 - B. Administrative Librarian Search
 - C. FY2016 Per Capita "Technology"
11. New Business
 - A. 2014 Levy Edit Report & FY2015/16 Estimate of Revenues (draft)
 - B. Resolution 15-02 2014 Corporate Fund surplus transfer to Special Reserve Fund (draft – information)
 - C. Resolution 15-03 Illinois Funds Capital Projects & Debt Service Funds closings (draft – information)
12. Adjournment

CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
APRIL 15, 2015

- I. Call to order: Meeting called to order by Vice-President Boehner at 7:00 p.m. Those in attendance: Vice-President Boehner, trustees: Monks, Noble, Russell-Henderson, Sizemore, Van Zyl & Warren. Also in attendance: Asst. Admin. Amschl, Admin. Asst. Bonfiglio & IT Coordinator Vasquez. Absent: Director Schulten
- II. Minutes: Motion to approve minutes of regular meeting of March 18, 2015 by Monks, second by Sizemore. Motion passed. Ayes: Monks, Noble, Russell-Henderson, Sizemore, Van Zyl & Warren.
- III. Correspondence: No correspondence.
- IV. Bills for payment: Motion to approve all bills for payment by Monks, second by Van Zyl. One additional bill for deposit on consulting services for John Keister in the amount of \$5000.00. Motion to pay deposit to John Keister in the amount of \$5000.00 by Monks, second by Sizemore. Both motions passed on voice vote. Ayes: Monks, Noble, Sizemore, Van Zyl & Warren. Nays: None. Ms. Russell-Henderson stepped out of the meeting briefly.
- V. Financial report: Treasurer Warren reported that expenses for the library are at 62% with $\frac{3}{4}$ of the financial year completed.
- VI. Librarian's report: Ms. Amschl reported that the planned system changeover occurred but it was not without some glitches. The library has been able to provide basic services but some of the holds for patrons have been compromised. SWAN is working on a solution to the various issues. John & Beth Keister toured the library & met with some key personnel. They will work on finding candidates & promoting the library.
- VII. Public comment: No public comment.
- VIII. Community outreach: Community outreach has been temporarily suspended.
- IX. Other reports:
 - A. Friends of the Crete Public Library: The book sale was another success & made \$1142.00
 - B. Crete Library Foundation: The Foundation will meet in May. Ms. Boehner will attend as the library representative.

X. Old business:

- A. Locker purchase (action): The library needs to add additional lockers for staff. Motion to approve proposal by Bradford Systems in the amount of \$7020.00 by Warren, second by Van Zyl. Motion passed on voice vote. Ayes: Monks, Noble, Russell-Henderson, Sizemore, Van Zyl & Warren. Nays: None.
- B. Administrative Librarian Search: Mr. Keister had notified Vice-President Boehner that he would like to use the term Executive Director during his search. What the position is called is the decision of the library board. Motion by Monks to call the position Executive Library Director. Motion was not seconded. Motion by Noble to call the position Executive Director, second by Warren. Motion passed. Ayes: Monks, Noble, Russell-Henderson, Sizemore, Van Zyl & Warren. Nays: None. Mr. Keister would also like to speak with each trustee to get a feel for the qualities that they would like to see in the candidates.
- C. FY2016 Per Capita "Technology": As part of the Per Capita Grant requirements the board discussed the library's current technology. Ms. Vasquez reviewed the long term technology plan, she also provided some statistics on the assistance provided to patrons. She outlined the classes that seemed to be popular and suggested a few more. The technology audit showed areas that need improvement & Ms. Vasquez will work on that.

XI. New business:

- A. 2014 Levy Edit Report & FY2015-16 Estimate of Revenues (draft): The board discussed the proposed reports. There are no significant changes from last year.
- B. Resolution 15-02 2014 Corporate Fund surplus transfer to Special Reserve Fund (draft-information): The board discussed transferring the surplus to the library's Special Reserve Fund.
- C. Resolution 15-03 Illinois funds Capital Projects & Debt Service Funds Closing (draft-information): Both of these accounts are no longer used and have no significant value.

- XII. Adjournment: Motion to adjourn at 8:15 p.m. by Warren, second by Van Zyl. Motion passed. Ayes: Monks, Noble, Russell-Henderson, Sizemore, Van Zyl & Warren. Nays: None.

Respectfully Submitted,
Georgia Sizemore, Secretary