

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

**May 20, 2015
7:00 p.m.**

MEETING AGENDA

1. Call to order
2. Swearing in of new trustees
3. Minutes
 - Minutes of Special Meeting March 28, 2015
 - Minutes of the Regular Meeting April 15, 2015
 - Minutes of Special Meeting April 10, 2015
4. Correspondence
5. Bills for payment
6. Financial Report
7. Librarian's Report
8. Public Comment
9. Community Outreach
10. Other reports
 - A. Friends of the Crete Public Library
 - B. Crete Library Foundation
11. Old Business
 - A. Administrative Librarian Search
 - B. Resolution 15-02 2014 Corporate Fund surplus transfer to Special Reserve Fund (action)
 - C. Resolution 15-03 Illinois Funds Capital Projects & Debt Service Funds closings (action)
 - D. Technology update – IT vendors
 - E. Board vacancy
12. New Business
 - A. FY2015/16 Premium Only Plan (Resolution 15-04 draft)
 - B. FY2015/16 Prevailing Wage (Ordinance 15-01 draft)
 - C. FY2015/16 Meeting Dates & Times (Ordinance 15-02 draft)
 - D. FY2015/16 Public Library Non-Resident Cards (Ordinance 15-03 draft)
 - E. FY2015/16 Budget & Appropriations (Ordinance 15-04 draft) & Working Budget
 - F. Personnel Policy (review)
 - G. Board Officer elections
13. Adjournment

CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
May 20, 2015

- I. Call to order: Meeting called to order by Vice-President Boehner at 7:07 p.m. Those in attendance: Vice-President Boehner, trustees: Monks, Noble, Sizemore and Warren. Trustees absent: Van Zyl. Also in attendance: Administrator Schulten, Asst. Administrator Amschl & Admin. Asst. Bonfiglio. Two items to add to the agenda: under Old Business, Tuition Reimbursement and under New Business, Sculpture Donation. Motion to add these two items to the agenda by Sizemore, second by Warren. Motion passed. Ayes: Monks, Noble, Sizemore and Warren. Nays: None.
- II. Swearing in of new trustees: The following trustees were sworn in: Boehner, Noble, Sizemore and Warren.
- III. Minutes: Motion to approve minutes of special meeting of March 28, 2015 by Monks, second by Warren. Motion to approve minutes of regular meeting of April 15, 2015 by Monks, second by Sizemore. Motion to approve minutes of special meeting of April 10, 2015 by Monks, second by Sizemore. All motions passed. Ayes: Monks, Noble, Sizemore and Warren. Nays: None.
- IV. Correspondence: Thank you from patron Well-White for the assistance from staff member Reed. Thank you from Mr. & Mrs. Conway for the many senior programs. Thank you from Pat Tosi for the Senior Day programs & luncheon.
- V. Bills for payment: No additional bills. Motion to approve all bills as presented by Warren, second by Noble. Motion passed on voice vote. Ayes: Monks, Noble, Sizemore and Warren. Nays: None.
- VI. Financial report: Treasurer Warren reported that expenses are below expected amounts which may result in a surplus at the fiscal year end.
- VII. Librarian's report: Ms. Schulten mentioned the annual year-end Coffee Connection party. She encouraged the board to continue to support the project, which has turned into a great partnership with the school. She also said that she has been invited to the next school board meeting to receive a special award for her work starting and maintaining the Coffee Connection. This year the Children's department will have a float in the annual Memorial Day Parade.
- VIII. Public comment: No public comment.
- IX. Community outreach: No community outreach.
- X. Other reports:
 - A. Friends of the Crete Public Library: The Friends group paid for the recent Senior Day luncheon & will also help pay for the upcoming Paint the Parking Lot Program. On June 24th there will be a "Brain Freeze" fundraiser at Cone Cottage. Some of the excess books left from the book sale were donated to area schools and other organizations.
 - B. Crete Library Foundation: The Foundation will once again sponsor the local Odyssey of the Mind Team.
- XI. Old business:
 - A. Administrative Librarian Search: The website is up promoting the library and the position available. Several of the trustees have had a phone interview with Mr. Keister. Vice-President Boehner will contact Mr. Keister and request status reports approximately every two weeks. The Board and Director

Schulten discussed the possibility of contracting some hours for her to keep projects moving, prepare board packets, and to handle library budget and filings until the new director is chosen.

- B. Resolution 15-02 2014 Corporate Fund surplus transfer to Special Reserve Fund (action): Motion to approve Resolution 15-02 2014 Corporate Fund surplus transfer to Special Reserve Fund by Monks, second by Warren. Motion passed on voice vote. Ayes: Monks, Noble, Sizemore and Warren. Nays: None.
 - C. Resolution 15-03 Illinois Funds Capital Project & Debt Service Funds closing (action): Motion to approve Resolution 15-03 Illinois Funds Capital Project & Debt Service Funds closing by Sizemore, second by Monks. Motion passed on voice vote. Ayes: Monks, Noble, Sizemore and Warren. Nays: None.
 - D. Technology update-IT vendors: The library will be purchasing Northern Micrographics' ProSeek software which will be used to digitize the Crete Record and other local historical documents & photos. Ms. Schulten also stated that the library has been unhappy with the current technology service provider. The library has sought out several other options and Heritage Technology Solutions has the best price and great service. Motion to sign a 3 year contract with Heritage Technology Solutions by Monks, second by Noble. Motion passed. Ayes: Monks, Noble, Sizemore and Warren. Nays: None.
 - E. Board vacancy: The board will post the position with any letters of interest due by August 1, 2015.
 - F. Tuition reimbursement: Both staff members Madsen & Witvoet have completed their coursework for the semester. They both received A's and Witvoet also received a Certificate of Achievement. Motion to pay tuition reimbursements to staff members Madsen & Witvoet by Monks, second by Sizemore. Motion passed on voice vote. Ayes: Monks, Noble, Sizemore and Warren. Nays: None.
- XII. New business:
- A. FY2015/16 Premium Only Plan (Resolution 15-04 draft): The board discussed the benefits of the Premium Only Plan.
 - B. FY2015/16 Prevailing Wage (Ordinance 15-01 draft): The library will agree to pay the prevailing wage for any work done at the library.
 - C. FY2015/16 Meeting dates and times (Ordinance 15-02 draft): The trustees will keep the current dates & time for the board meetings.
 - D. FY2015/16 Public Library Non-Resident Cards (Ordinance 15-03 draft): The library will agree to provide library cards for any non-residents who wish to purchase them.
 - E. FY2015/16 Budget & Appropriations (Ordinance 15-04 draft) & Working Budget: The board discussed the FY2015/16 Budget & Appropriations & Working Budget. There will be slightly less money collected than last year.
 - F. Personnel Policy (review): The board discussed & reviewed the changes to the personnel policy. In many cases the changes involved updates to the language of the policy.
 - G. Board Officer elections: Elections for Board officers will take place at the June board meeting. Trustees should let Ms. Boehner know what positions they might be interested in.
 - H. Sculpture Donation: The library was contacted by Fink family concerning a possible donation of a sculpture. The library is interested at this point. Motion to approve the donation of sculpture to the library by Monks, second by Sizemore. Ayes: Monks, Noble, Sizemore and Warren. Nays: None.
- XIII. Adjournment: Motion to adjourn at 8:43 by Warren, second by Noble. Motion passed. Ayes: Monks, Noble, Sizemore and Warren. Nays: None.

Respectfully Submitted,
Georgia Sizemore, Secretary