

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

**August 19, 2015
7:30 p.m.**

BUDGET & APPROPRIATION HEARING

MEETING AGENDA

1. Call to order
2. Minutes
 - Minutes of the Regular Meeting July 15, 2015
 - Minutes of Closed Session July 15, 2015
 - Minutes of Special Meeting July 29, 2015
 - Minutes of Closed Session July 29, 2015
 - Minutes of Special Meeting August 6, 2015
 - Minutes of Closed Session August 6, 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. FY2015/16 Budget & Appropriation Ordinance 15-04 (final action)
 - B. Technology Update (information)
 - C. Board vacancy
 - D. Executive Director Search (if needed)
11. New Business
 - A. Park-a-Palooza
 - B. FY2015 Illinois Public Library Annual Report (IPLAR) – a statistical report submitted annually to the Illinois State Library (review)
12. Adjournment

CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
August 19, 2015

- I. Call to order: Meeting called to order by President Warren at 7:11 p.m. Those in attendance: President Warren, trustees: Boehner, Monks, Noble & Sizemore. Absent: Van Zyl. Also in attendance: Interim Director Amschl, Admin. Asst. Bonfiglio, IT Coordinator Vasquez & Jane Schulten. One addition to the agenda, tuition reimbursement request. Motion to approve addition to the agenda by Sizemore, second by Monks. Motion passed. Ayes: Boehner, Monks, Noble & Sizemore. Nays: None.
- II. Minutes: Motion to approve minutes of regular meeting of July 15, 2015 by Boehner, second by Noble. Motion to approve minutes of closed session of July 15, 2015 by Monks, second by Sizemore. Correction to minutes of special meeting of July 29, 2015. Under adjournment should read: Ayes: Boehner, Monks, Sizemore & Van Zyl. Noble was absent. Motion to approve corrected minutes of special meeting of July 29, 2015 by Boehner, second by Noble. Motion to approve closed session minutes of July 29, 2015 by Monks, second by Boehner. Motion to approve minutes of special meeting of August 6, 2015 by Boehner, second by Noble. Motion to approve minutes of closed session of special meeting of August 6, 2015 by Noble, second by Monks. All motions approved. Ayes: Boehner, Monks, Noble & Sizemore. Nays: None.
- III. Correspondence: Thank you from Julie Ferguson on behalf of all the teachers who received the back-to-school goody bags. Also a thank you from the group Sheila's Fight for the donation of books for their annual benefit.
- IV. Bills for payment. No additional bills for payment. The board asked about the check for Vedette which is the new name for Cornerstone Media the local newspaper. They also asked about the payment to RAILS which is an annual payment for access to Ebsco databases. The payment to Chicago Heights Carrier Electric was for 25 new LED exit signs installed throughout the building. The payment to D & T Excavating was the final payment for the erosion project on Rohe Lane. Motion to approve all bills as presented by Boehner, second by Sizemore. Motion passed on voice vote. Ayes: Boehner, Monks, Noble & Sizemore. Nays: None.
- V. Financial report: Treasurer Monks reported that during the first month of the fiscal year several of the budget items were over the expected amount for the month. Ms. Amschl explained that some databases & other bills are an annual payment which is due in July.
- VI. Librarian's report: Interim Director Amschl expanded on the Rohe Lane project and the need for the stream bank stabilization. She also mentioned the recent FOIA request that was received by the library.
- VII. Public comment: No public comment.
- VIII. Community outreach: Three trustees attended the Village of Crete planning meeting here at the library. Residents mentioned wanting a dog park, a splash park & a bike trail. The board discussed restarting the community outreach schedule in the next few months.

IX. Other reports:

- A. Friends of the Crete Public Library: The Friends group did not meet.
- B. Crete Library Foundation: The Foundation will meet next month.

X. Old business:

- A. FY2015/16 Budget & Appropriation Ordinance 15-04 (final action): Motion to approve FY2015/16 Budget & Appropriation Ordinance 15-04 by Monks, second by Boehner. Motion passed on voice vote. Ayes: Boehner, Monks, Noble & Sizemore. Nays: None.
- B. Technology Update (information): IT Coordinator Vasquez explained the need for the various computer upgrades. It has been approximately 7 years since the last major upgrade & that is a long time when it comes to computers & software. Motion to approve all upgrades as presented by Monks, second by Sizemore. Motion passed on voice vote. Ayes: Boehner, Monks, Noble & Sizemore. Nays: None.
- C. Board vacancy: The board has received 3 letters from interested candidates. President Warren will contact the candidates to set up interviews with the board.
- D. Executive Director Search (if needed): A new Executive Director has been selected and will start on September 21st. Ms. Schulten will assist the new Executive Director as she steps into her new position. Ms. Schulten asked the board if they were satisfied with the work done by Mr. Keister in his search for a new Executive Director. Several members stated that they thought there would be more candidates.

XI. New business:

- A. Park-a-Palooza: The library will have a table with information and a craft for the kids to complete. Trustees Boehner & Warren will help in the booth.
- B. FY2015 Illinois Public Library Annual Report (IPLAR) – a statistical report submitted annually to the Illinois State Library (review): The trustees were emailed a copy of the report which summarizes the various activities, purchases & patron usage of the library for the last year.
- C. Tuition reimbursement request: Staff member Madsen has submitted a request for tuition reimbursement for the fall semester. Motion by Boehner, second by Sizemore to approve the request. Motion passed. Ayes: Boehner, Monks, Noble & Sizemore. Nays: None.

- XII. Adjournment: Motion to adjourn at 9:10 p.m. by Boehner, second by Noble. Motion passed. Ayes: Boehner, Monks, Noble & Sizemore. Nays: None.

Respectfully Submitted
Georgia Sizemore, Secretary