

CRETE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

May 16, 1990

AGENDA

1. Call to order.
2. Minutes of the meeting of April 11, 1990
3. Correspondence
4. Bills for payment
5. Librarian's report
6. Financial report
7. Old Business
 - A. Impact fees
 - B. Building consultant
 - C. Hager House sale
8. New Business
 - A. Standards for library systems
 - B. Orientation packet for board
 - C. Output Measures survey results
 - D. Meeting time for board meeting
 - E. Update on emergency lighting
9. Executive session to discuss real property
10. Adjournment

CRETE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING - MAY 16, 1990

The meeting was called to order at 4:15 P.M. by Shirley Murray, who presided in the absence of the President, in the board room of the library building. In addition to Murray, the following Trustees were present: Jim Adams, Herb Schultz and Rose Marie Foley. Absent: Sandra Klausman, President Frank Shepley, and Marian Engel. Also present were Head Librarian Sharon Wsol and Sue Fagin of the Times Newspapers.

The minutes of the meeting of April 11, 1990 were approved.

Correspondence consisted of a letter from the Post Prom Committee thanking the Library for participating and supporting the party with the gift of a Webster's Dictionary; and a letter from the Frankfort Public Library in regard to the Will County Land Use Committee Meeting On May 3, 1990 at which the Will County Library Districts Contribution Ordinance was approved. It will be placed on the agenda for the Will County Board meeting, May 17, 1990. (Copies of both letters are attached.) A notice of Public Hearing June 4, 1990 on the proposed annexation agreement involving Lagestee Brothers Partnership and the Village of Crete was sent to library trustees. Copy is attached.

Sharon presented the bills for payment. In addition, there is an insurance bill in the amount of \$4119 which covers \$3954 for building and contents and a special rider to cover equipment in the amount of \$165. The Hager House is presently covered by this package. When final sale takes place, a rebate will be made. Herb Schultz moved and it was seconded that all bills be paid including insurance. All present voted Aye. Nays: None. Absent: Shepley, Klausman, Engel.
MOTION CARRIED.

Sharon reviewed the Librarian's report which is attached. Because of Sandra Klausman's absence, the job reclassification will be presented in June.

Sharon presented the financial report as prepared by Wm. A. Lau, C.P.A. She noted that \$25,000 has been transferred from IPTIP to the checking account.

OLD BUSINESS

Impact Fees

Sharon will be in contact with Lorraine Novak of the Frankfort Library in regard to the Will County Board's action on impact fees. Due to the fact that our representative on the board supported the fees, it was felt by the trustees that no further action needed to be taken.

Building Consultant

Sharon has sent a packet to Consultant Stoeffel consisting of the long range plan, roles, holdings information, population projections, demographic information from the 1980 census, etc. Interviewing process is next.

Hager House

Contract of Sale has been completed. Attorney will be getting documents in order.

NEW BUSINESS

Standard for Library Systems

The state library is putting together a document that will set up standards for the library systems. They are asking for input from the various libraries at the zone levels. There will be evening zone meetings for Trustees. Copies of the standards can be obtained from Sharon.

Orientation Packet for Board

An orientation packet is one of the goals that we are committed to accomplishing as part of Avenues to Excellence. Any suggestions that would be useful and/or appropriate should be forwarded to Sharon.

Output Measures Survey Results

There are ways of measuring services that the library provides other than just circulation: i.e., number of reference questions, use of reference books, newspapers, etc. This survey which was done in April this year, was needed in order to get a per capita grant. Survey results are attached plus a summary of written comments. (Comments were very favorable.)

Meeting Time for Board Meeting

Shirley expressed concern that Marian was having difficulty getting to meetings at 4 P.M. because of her work schedule. Jim Adams moved and it was seconded that we meet at 4:30 P.M. on the third Wednesday of the month. All present voted Aye. Nays: None. Absent: Shepley, Engel, Klausman. Sharon will notify the papers of the change. MOTION CARRIED.

Update on Emergency Lighting

Sharon reported that Gib Fink has put up new smoke alarms and has fixed exit lights. Sharon is reviewing various lighting systems and will make a report at the next meeting.

At 5:10 P.M., Marian Engel joined the meeting.

At 5:11 P.M., Herb Schultz moved that the board go into executive session to discuss real property. There was a second. All present voted Aye. Nays: None. Absent: Shepley, Klausman. MOTION CARRIED.

At 5:45 P.M., the board came out of executive session and the meeting adjourned.



Rose Marie Foley, Secretary