

CRETE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

September 19, 1990

AGENDA

1. Call to order.
2. Minutes of the meeting of August 15, 1990
3. Correspondence
4. Bills for payment
5. Librarian's report
6. Financial report
7. Old Business
 - A. Building consultant
 - B. 1990 Tax Levy Ordinance
 - C. SWAN workshop for trustees
 - D. Library refurbishing
 - E. Executive session minutes
8. New Business
 - A. Closing for New Year's Eve
 - B. South Suburban Heritage Association donation
 - C. Art Fair Purchase Award
 - D. Insurance--new property
 - E. *Motion to transfer funds*
9. Executive session to discuss real property and personnel
10. Adjournment

CRETE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING - SEPTEMBER 19, 1990

The meeting was called to order at 4:35 P.M. by the President Frank Shepley in the board room of the library building. In addition to Shepley, the following Trustees were present: Herb Schultz, Jim Adams, Shirley Murray, Sandra Klausman, Marian Engel, and Rose Marie Foley. Also present were Head Librarian Sharon Wsol and Whitney Scott of the Times Newspapers.

The minutes were approved for the meetings held on August 15 and August 28, '90

Correspondence consisted of the following: notification from the Secretary of State regarding the per capita grant which will be sent to the library within a few weeks (\$14,337), and a letter from the South Suburban Heritage Association concerning funding problems and asking for a representative to attend their next meeting on September 27 at 7:30 P.M. at the Bremen Township Hall in Oak Forest. (Copies of Correspondence attached.)

Sharon presented the bills for payment. Sandy Klausman moved and it was seconded that the bills be paid. On a roll call all trustees voted Aye. Nays: None. Absent: None. MOTION CARRIED.

The librarian's report is attached and was reviewed by Sharon. The new Youth Services Assistant, Laura Honkoski, will start October 1. We will need to hire a Tech Services Assistant and a shelver in Youth Services. The assignment alert forms have been distributed at the schools. On October 4th, the library will host a breakfast for school principals and library center personnel.

Sandy ~~reviewed~~ ^{presented} the financial report as prepared by Wm. A. Lau, C.P.A. The Suburban Library System is providing preliminary information in regard to a State of Illinois Health Insurance plan for State employees. The comprehensive Annual Financial Report for the fiscal year June 30, 1990 was distributed. Wm. A. Lau will be at the next meeting to review and discuss the report. He is scheduled to be at the meeting at 4:30 P.M..

OLD BUSINESS

Building Consultant

The first draft from the building consultant, Les Stoeffel, has been received and the department heads have received their appropriate units. Sharon will be meeting with the department heads to discuss and review and the draft should be returned to Stoeffel with a few weeks.

1990 Tax Levy Ordinance

Sandy Klausman moved and it was seconded that the Library Board adopt 1990-5 Tax Levy Ordinance. On a roll call all trustees present voted Aye. Nays: None. Absent: None. MOTION CARRIED.

SWAN Workshop For Trustees

A workshop is being held on October 3 at SLS in regard to the automated network. All trustees expressed interest but could not attend. Sharon indicated that someone from the staff will attend.

Library Refurbishing

Signs for the desks are being considered at a cost of \$5.00 per plaque.

Fink has repaired hole in office wall and has worked on the front door. Rose Marie indicated that she has gotten a bid of approximately \$300 to provide carpeting for the paper back room. She will get someone into the library to look at the windows and give a bid for blinds. Further discussion on library refurbishing was referred to executive session.

Executive Session Minutes

The minutes should be reviewed to see if some of them can no longer be considered confidential. This topic will be discussed in executive session.

NEW BUSINESS

Closing for New Year's Eve Day

On New Year's Eve Day, the library will close at 1 P.M. Shirley Murray moved and it was seconded that the following policy be adopted: All staff scheduled to work on this day will work half their regularly scheduled hours, but will be paid for the entire day. On a roll call, all trustees voted Aye. Nays: None. Absent: None. MOTION CARRIED.

South Suburban Heritage Association Donation

It was decided to table this matter.

Art Fair Purchase Award

Herb moved that the board approve a purchase award at the Crete Art Fair for the Library not to exceed \$200. The money is to come from the Trustees Fund. All present voted Aye. Nays: None. Absent: None. MOTION CARRIED.

Insurance - New Property

The recently purchased property is covered for liability only. It was decided not to provide any further coverage.

Motion to Transfer Funds

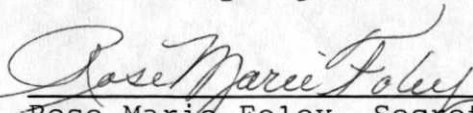
Sandy moved and it was seconded that \$35,000 be transferred into the Special Reserve Fund: \$15,000 to come from Building and Maintenance, and \$20,000 from the General Fund. On a roll call, all trustees voted Aye. Nays: None. Absent: None. MOTION CARRIED.

At 5:45 P.M., Marian moved and it was seconded that the board go into executive session to discuss real property and personnel.

The board came out of executive session at 6:30 P.M.

Frank Shepley appointed Herb Schultz to work with him in reviewing the executive minutes.

The meeting adjourned at 6:32 P.M.



Rose Marie Foley, Secretary