

CRETE PUBLIC LIBRARY BOARD OF TRUSTEES

December 19, 1990

AGENDA

1. Call to order
2. Minutes of the meeting of November 13, 1990
3. Correspondence
4. Bills for payment
5. Librarian's report
6. Financial report
7. Old Business
 - A. Building consultant
 - B. New property: Sign, Rezoning process
 - C. Disposition of Koelling house
 - D. Library refurbishing: Blinds, painting
 - E. Food for fines
 - F. Chamber listing
 - G. ~~Maintenance~~ contract
8. New Business
 - A. Staff Christmas luncheon
 - B. Acting president of the Board
 - C. South Suburban Heritage Assn - Board
9. Executive session to discuss real property
10. Adjournment

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

The meeting was called to order at 4:34 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, Sandra Klausman, Shirley Murray, and Rose Marie Foley. Also present were Head Librarian Sharon Wsol and Whitney Scott from the Times Newspapers.

The minutes of the meeting of November 13, 1990 were approved.

Correspondence consisted of a letter from the South Suburban Heritage Association requesting that we renew our membership. Also enclosed was a nominating form for the library board to submit names to serve on the Heritage board.

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

Sharon reviewed the attached librarian's report.

Marian Engel joined the meeting at 4:45 P.M.

Sandy presented the financial report as prepared by Wm. A. Lau, C.P.A.

OLD BUSINESS

Building Consultant

Les Stoeffel is finishing the second draft and will be mailing it to the library very soon.

New Property - Sign Rezoning

In order to erect a sign, permission needs to be obtained from the Crete Village Board. Sharon has prepared a letter. Copy attached. Sharon has also checked with Eibling and he has assured her that the library has fulfilled all zoning requirements.

Disposition of Koelling House

Jim Adams and Frank have talked to Village authorities and the Fire Department has agreed to burn the house and garage down. Letter authorizing them to do so is attached.

Bee up date: A man came in the library recently and said he was in business with Daubert. Sharon gave him the name of the man who took the bees so he could get some of his materials back. He did not seem upset. (Jim mentioned that we ought to have a "busy bee" room in the new building.)

Library Refurbishing

Bid for window convering from Verticals Unlimited:

\$1214.80	all windows, metal mini blinds plus tax and shipping
\$1552.40	if "see through" blinds are used on five windows

Bid for painting: \$405 An additional \$110 if a second coat is needed.

Shirley Murray moved and it was ssconded that the board accept the bid for blinds provided installation is included, accept Mr. Hamm's bid for painting, purchase carpeting not to exceed \$400, and set aside \$200 for ceiling panel replacement. On a roll call all trustees present voted Aye.

Nays: None. Absent: None. MOTION CARRIED.

Food for Fines

Until Christmas, donations of canned goods and non-perishable food items are being given by patrons in lieu of fines. The food will be given to the Crete Pantry.

Chamber Listing

Sharon has filled out the form for a new listing. (We were omitted from the last directory.)

Maintenance Contract

Sharon obtained the following information re: cleaning contracts:

Current: Maid for You	\$200 a month (\$50 a week)
	26 weeks at \$50 = \$1300
Proposed: Alpha	\$325 a month (\$81.25 a week)
	26 weeks at \$81.25 = \$2112.50
	(Alpha is located in Oak Lawn)
Molly Maid	\$300 a month (\$75 a week)
	26 weeks at \$75 = \$1950
	(Molly Maid is a Crete firm)

In the custodial line item, we may not be able to accomodate the added expense to replace Maid For You but the increase could be covered under salaries. Herb moved and it was seconded that Sharon contact Molly Maid to do the Library housekeeping. On a roll call all trustees voted Aye. Nays: None. Absent: None. MOTION CARRIED.

NEW BUSINESS

Staff Christmas Luncheon

The annual staff party will be held on December 20th.

Acting President of the Board

In his absence, Frank has asked Herb to serve as acting president. Shirley, Frank and Rose Marie will be unable to attend the February meeting. There is also a possibility that Jim will be gone. A decision on whether or not to hold a meeting or change the date will be made at the January meeting.

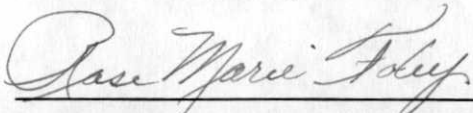
South Suburban Heritage Association

It was decided to renew our present membership in the amount of \$20 as a non-profit organization. Board nomination: Marian is interested but she will also talk to Winston DeMuth about his interest in being nominated.

At 5:32, Jim Adams moved and it was seconded that the board go into executive session to discuss real property. All present voted Aye. Nays: None. Absent: None. MOTION CARRIED

The board came back into open session at 6:03 P.M. Shirley commented on the excellent work and appearance of the Trustee's Manual.

The meeting adjourned at 6:04.



Rose Marie Foley, Secretary