

CRETE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

October 19, 1994

4:30 P.M.

REVISED AGENDA

1. Call to order
2. Presentation of Audit, FY 93-94-- William A. Lau
3. Minutes of the regular board meeting of September 21, 1994 and special board meeting of October 3, 1994
4. Correspondence
5. Bills for payment
6. Librarian's report
7. Financial report
8. Visitors speak
9. Old Business
  - A. Crete Library Foundation report
  - B. Friends activities
  - C. Construction process update
  - D. Investment action
10. New Business
  - A. Current Workshops
    1. Open Meetings Act workshop for administrators and Trustees
    2. Excel workshop series for administrators and front line staff
    3. Teleconference for administrators and trustees
  - B. SLS Legislative Action Committee
  - C. ADA compliance
  - D. Election of library trustees
  - E. Audit proposal
11. Adjournment

CRETE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

BOARD MEETING OF OCTOBER 19, 1994

PRESENT: Trustees Adams, Engel, Foley, Mucha, Murray, Schultz, Shepley, Administrator Wsol, Accountant Lau, Crete Record Reporter DeMuth, and Times Reporter Wantuch

ABSENT: None

1. The meeting was called to order by President Foley at 4:30 p.m. in the Library Board Room.
2. William Lau reviewed in detail the 1993-94 Audit Review. Mr. Lau informed the Board that all funds were healthy. Mr. Lau also reviewed in detail the monthly report, and the format that will be used in the future for this report.
3. Trustee Adams moved that the minutes of the following meetings be approved:
  - a. September 21, 1994 Budget and Appropriation Hearing,
  - b. September 21, 1994 Board Meeting,
  - c. October 3, 1994 Special Board Meeting.

The motion was seconded by Engel. All voted Aye.

MOTION CARRIED

4. Correspondence - None
5. Bills for Payment - Following a review of the bills Trustee Murray moved that the bills be paid. The motion was seconded by Engel. On roll call all present voted Aye.

MOTION CARRIED

Administrator Wsol presented two additional bills for the building construction. One from LZT/F for \$4,320.11 and the other from the Village of Crete for \$260.00. Trustee Schultz moved that the bills associated with the building construction be paid. The motion was seconded by Shepley. On roll call all voted Aye.

MOTION CARRIED

6. Librarians report - Administrator Wsol reported on the following:
  - a. The adult book group is trying to increase the number of participates.
  - b. Annual Service Reference Certification - This certification requires a number of staff members to attend two annual workshops.
  - c. The monthly circulation is on the rise for the second straight month.
7. Financial Report - This item was completed during the presentation of William Lau.
8. Visitors Speak - None
9. OLD BUSINESS
  - A. Crete Library Foundation - Administrator Wsol informed the Board that this group is developing a package to promote the Foundation.
  - B. Friends Activities - Administrator Wsol reported that the Friends group made \$782.60 on the Book and Bake sale on Saturday, October 15, 1994.
  - C. Construction process update - The following was reviewed by Administrator Wsol:
    1. The contract for the building has been signed by Oliver Structures and will be signed by President Foley today.
    2. The Builders Risk Insurance will need to be paid.
    3. Oliver Structures will complete obtaining permits after the contract has been signed.
    4. Sharon reported on a meeting she attended with LZT/F and Oliver Structures. All parties seemed anxious to start the project.

5. A special meeting will be scheduled for November to start picking out the furniture for the new building.
- D. Investment Action - Administrator Wsol informed the Board that \$2,000,000.00 has been invested at 5.3% for 90 days with the Federal Home Loan Bank.
- E. A discussion was held regarding authorization for wire transfers. Trustee Schultz moved to accept Resolution #1994-3 (Authorization for Wire Transfers). The motion was seconded by Engel. On roll call all voted Aye.

MOTION CARRIED

10. NEW BUSINESS

- A. Current Workshops -
  1. Open Meetings Act workshop for Administrators and Trustees. This December 6, 1994 workshop will be attended by Trustees Engel, Foley, Mucha, Schultz and Administrator Wsol.
  2. Excel workshop - Session one will be held on November 10, 1994 and session two will be held on December 15, 1994. Sharon will attend the administration meetings while Ellen will attend the front line staff meetings.
  3. State Teleconference - Administrator Wsol will attend this conference featuring George Ryan at Moraine Valley.
- B. SLS Legislative Action Committee - Administrator Wsol discussed the letter in the Trustees packet regarding this group.
- C. ADA Compliance - Administrator Wsol reviewed the open items regarding the building. It was suggested that Mr. Duca from the Village be contacted to see if a stencil is available for the parking spot in front of the building.
- D. Election of Library Trustees - Three openings held by Trustees Adams, Murray and Shepley will be open in the next election. Election packets will be available on October 25, 1994 for interested parties to pick up at the library.

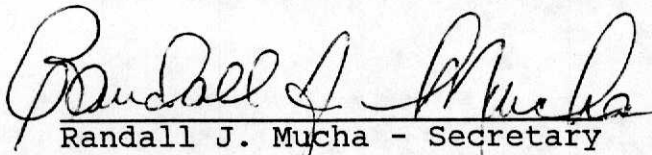
E. Audit Proposal - After a review of a proposal submitted by William Lau Trustee Shepley moved that the audit proposal for the amount of \$2,145.00 be accepted. The motion was seconded by Schultz. On roll call all voted Aye.

MOTION CARRIED

11. Trustee Shepley moved to adjourn the meeting. The motion was seconded by Engel. All voted Aye.

MEETING ADJOURNED AT 5:50 p.m.

NEXT BOARD MEETING - NOVEMBER <sup>16</sup>~~10~~, 1994

  
Randall J. Mucha - Secretary