

CRETE PUBLIC LIBRARY DISTRICT BOARD

April 16, 1997

4:30 P.M.

AGENDA

1. Call to order
2. Minutes of the regular board meeting of March 26, 1997 and the special meeting of April 7, 1997
3. Correspondence
4. Bills for payment
5. Librarian's report
6. Financial report
7. Other reports
 - A. Friends of the Library
 - B. Crete Library Foundation
 - C. Art and Decor Committee
7. Visitors speak
8. Old Business
 - A. Construction project update
reports from surety
reports from LZT/Filliung
 - B. SERVING OUR PUBLIC: Chapters VI, IX
9. New Business
 - A. Insurance proposal
 - B. Maintenance update
 - C. Timeframe for appointment of new board member
 - D. Resolution establishing the Crete Public Library District Technology Fund
 - E. Timeframe for review of administrative librarian and staff salary increases
10. Adjournment

CRETE PUBLIC LIBRARY BOARD OF TRUSTEES

BOARD MEETING OF APRIL 16, 1997

PRESENT: Trustees Adams, Engel, Foley, Mucha, Murray,
Schultz and Shepley, Administrator Wsol

ABSENT: None

1. The meeting was called to order by President Schultz at 4:30 p.m. in the Library Board Room.
2. Trustee Foley moved to accept the minutes of the March 26, 1997 Regular Board Meeting and the April 7, 1997 Special Meeting. The motion was seconded by Adams. All voted AYE.

MOTION CARRIED

3. Correspondence - Secretary Mucha read the following notices:
 - A. An announcement of the Crete Area - Chamber of Commerce Business after Hours meeting.
 - B. An announcement for the Crete United Methodist Church ground breaking ceremony.
4. Bills for Payment - After a review of the bills Trustee Murray moved that the bills be paid. The motion was seconded by Engel. On roll call the Board voted as follows: AYE - Adams, Engel, Foley, Mucha, Murray, Schultz and Shepley. NAY - None

MOTION CARRIED

Administrator Wsol presented an additional bill to the Board in the amount of \$200.00 from Ogren Art Framing. Trustee Shepley moved that the additional bill be paid. The motion was seconded by Murray. On roll call the Board voted as follows: AYE - Adams, Engel, Foley, Mucha, Murray, Schultz and Shepley. NAY - None

MOTION CARRIED

5. Librarian's Report - Administrator Wsol reviewed the following for the Board:
 - A. Future redesign of forms and reports used at the library.
 - B. March total circulation - 10336.

- C. The vendor review presently being conducted at SLS.
- 6. Financial Report - Treasurer Shepley reported that the budget is in the ninth month and has used 60.23% of the funds.
- 7. OTHER REPORTS
 - A. Friends of the Library - The book and bake sale will be held on Saturday April 19, 1997.
 - B. Crete Library Foundation - A discussion was held regarding Carol Regans' program to honor local authors.
 - C. Art and Decor Committee - Trustee Murray reviewed the April 12, 1997 Childrens' program. The next project will be the Crete Area Local Art Fair.

Visitors Speak - None

8. OLD BUSINESS

- A. Construction project update - Administrator Wsol informed the Board of her letter to Scott Larson discussing the work completed. On April 24, 1997 the one year warranty period will pass. As of this date a final punch list review has not been completed. A discussion was held regarding the progress with the surety. Trustee Engel moved to add USF&G to our claim if our law firm advises. The motion was seconded by Shepley. On roll call the Board voted as follows: AYE - Adams, Engel, Foley, Mucha, Murray, Schultz and Shepley. NAY - None

MOTION CARRIED

- B. Serving Our Public - Administrator Wsol reviewed chapter 6 (Access) and chapter 9 (System and Illinet Membership Responsibilities).

9. NEW BUSINESS

- A. Insurance proposal - Administrator Wsol reviewed for the Board a renewal of the Comprehensive and Workers Compensation Policy. Trustee Shepley moved to accept the renewal in the amount of \$6,606.00 for the Comprehensive and \$805.00 for the Workers Compensation. The motion was seconded by Adams. On roll call the Board voted as follows: AYE - Adams, Engel, Foley, Mucha, Murray, Schultz and Shepley. NAY - None

MOTION CARRIED

- B. Maintenance Update - Administrator Wsol reported on the following:

Chicago Backflow inspection
Proposals for window cleaning
Proposals for the parking lot sealing and marking.

- C. Timeframe for appointment of new board member.- Administrator Wsol reviewed the process of selecting a new board member. The schedule should have a new member appointed at the June board meeting.
- D. Resolution establishing the Crete Public Library District Technology Fund - After a review of the resolution Trustee Murray moved to accept Resolution #1997-1. The motion was seconded by Shepley. On roll call the Board voted as follows: AYE - Adams, Engel, Foley, Mucha, Murray, Schultz and Shepley. NAY - None

MOTION CARRIED

- E. Timeframe for review of administrative librarian and staff salary increases - After a discussion it was decided that goals would be reviewed at the May Board meeting and increases will be acted on at the June Board meeting.
- F. Display and Exhibit Policy - Administrator Wsol discussed the amended policy. Trustee Engel moved to approve the amended program. The motion was seconded by Adams. All present voted AYE.

MOTION CARRIED

10. President Schultz adjourned the meeting at 6:00 p.m.

NEXT BOARD MEETING MAY 21, 1997 AT 4:30 p.m.

Randall J. Mucha - Secretary