

CRETE PUBLIC LIBRARY BOARD OF TRUSTEES

AGENDA

NOVEMBER 18, 1998

7:00 P.M.

1. Call to order
2. Minutes of the regular meeting of October 21, 1998
Minutes of Levy Hearing of October 21, 1998
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
8. Visitors speak
9. Old Business
 - A. Building & maintenance items
 - B. Computer purchase
10. New Business
 - A. Auditing services
 - B. Personnel policy
 - C. Food for Fines
 - D. Holiday party
11. Adjournment

Crete Public Library Board of Trustees
Regular Meeting
November 18, 1998
7:00 P.M.

1. Meeting called to order by V-Pres. Mucha in the absence of Pres. Schultz, at 7:00 p.m.

Trustees present: Adams, Engel, Kelly, Mucha, Ruklic. Ab: Schultz, Shepley.
Others present: Dir. Schulten, William Lau

At this point, trustee Mucha invited Mr. Lau to give his 1998 audit of the district's financial status. Mr. Lau indicated that the library district is in a sound financial status, and further explained some of the terminology / methods used in developing the report. He also reminded the board that there will need to be an audit of the construction fund when we know that the litigation is completely settled. The report was accepted by the board unanimously.

2. Minutes of the regular Oct. 2, 1998 meeting, and of the Levy Hearing of Oct. 21, 1998 were moved for approval by Kelly; second by Ruklic. Motion carried .
3. Correspondence: a letter from the Lincolnshire Manor Condominium Association thanking the library for the use of a conference room, and also commenting on the attractiveness of the library.
4. Bills for payment: In addition to the regular bills there was a bill for legal fees from Klein, Thorpe & Jenkins in the amount of \$10,754.40, for services related to the litigation with Oliver Construction. Adams moved approval of all bills; second by Ruklic. Motion carried unanimously on roll call vote.
5. Librarians report: the first, and best news is that the appeals court ruled in our favor at the last hearing, and should settle the matter. We will need to wait the customary time in case Oliver should attempt further appeals. Jane attended a trustees election workshop, and has information, forms, etc. for the four trustees involved. Those concerned are Adams, Kelly, Ruklic, and Shepley. She also reported that William A. Lau & Co. has bid for auditing services for FY98/99 in the amount of \$2995 (a 10% increase over the current year). Other items she discussed in her report included the emergency lighting situation, the sound problems, and a language item in our library policy manual, all of which we will address later in the agenda.
6. Financial report and audit - (please see above)
7. Other reports :
 - A. Friends of the Library - they are in the process of providing a new cash register (the existing one "died") Also, a question was asked about sending reminders for membership.
 - B. Crete Library Foundation - 7 pavers has been sold; they plan more publicity over the holidays.
 - C. Library Art/Decor Committee - no report at this time
8. No visitors present
9. Old Business:
 - A. Building and maintenance items - (1) Carrier Electric came to examine

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emergency lights; apparently all worked, but only for 15-20 minutes (long enough to evacuate the building) Jane and Bill Barron recommend a few well placed flood lights which would stay lit longer. Carrier suggests these added lights would last about 1 1/2 hrs, at an estimated cost of \$3484. We do have the money, thanks to the legal good news.

(2) Honeywell has been exploring the sound problem, and at the moment they believe that the system is not calibrated properly. Mucha observed that the original specs were changed by Oliver, and approved by the LZT as a money saving device for the project.

B. Computer purchase - as per the plans to utilize our special grant for new technology, Jane presented proposals from CMC Consulting and Chicago Laser & Computer Services. After considerable discussion about the real differences/similarities in the equipment proposed, and the service offered, Ruklic moved to accept CMC, with a change in the screen size on 2 of the monitors as follows: (1) Pentium II 333MHZ & 15" screen;
(1) Pentium II 350MHZ & 15" screen;
(2) Pentium II 350 MHZ & 17"screen;

second by Adams; motion carried unanimously on roll call vote.

10. New Business:

A. Audit services: after some discussion, it was the consensus of the board to stay with Lau until the construction audit is completed, and to table action until the next meeting.

B. Personnel policy: Jane indicated that the current language in our policy manual regarding the definition of "immediate family" relating to sick leave or funeral leave is not clearly defined. The board requested that she bring other samples of language we might incorporate in our manual.

C. Food for Fines - Adams moved, second by Kelly to continue our yearly custom of "food for fines" from Nov. 30 to Dec. 12 as our part in the local holiday pantry efforts. Motion carried unanimously. Ab. Schultz, Shepley

D. Holiday party - the library staff indicated an interest in having the holiday party some place other than the library. The board indicated that it is surely a staff party, and we will support their plans. Ruklic moved to donate \$250. toward the party; second by Adams. Motion carried unanimously on roll call vote. Ab. Schultz, Shepley

Motion to adjourn by Ruklic; second by Kelly

Meeting adjourned at 8:50 P.M.

Respectfully,
Marian Engel, Sec.