

CRETE PUBLIC LIBRARY BOARD OF TRUSTEES

AGENDA

DECEMBER 16, 1998

7:00 P.M.

1. Call to order
2. Minutes of the regular meeting of November 18, 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. Auditing services
 - B. Personnel policy
 - C. Building and maintenance items
10. New Business
 - A. Bond payment
 - B. Treasurer election
 - C. Check signing
 - D. Shepley memorial
 - E. Library closing for Innovative training
11. Adjournment

**Crete Public Library Board of Trustees
Regular Meeting
December 16, 1998
7:00 P.M.**

1. Meeting called to order by Pres. Schultz at 7:05 p.m.
Trustees present: Adams, Engel, Mucha, Ruklic, Schultz. ab: Kelly
Others present: Dir. Schulten
2. Minutes of the regular Nov. meeting were moved for approval by Mucha; s
second by Ruklic. motion carried. ab. Kelly
3. Correspondence: an official notice from the office of Secretary of State,
George Ryan, that the library has been awarded \$18,884.65 as its portion
of the FY99 per capita grant; a thank you note from CMC for receiving the
computer contract with the library; an acknowledgement from the Shepley
family for the flowers sent by the library board to Frank's memorial service;
a thank you from board member Engel for the plant; seasonal cards from
our law firm and architect.
4. Bills were moved for payment by Mucha; second by Ruklic; after a brief
discussion the motion carried unanimously on roll call vote. Ab. Kelly
5. Librarian's report: Jane had noted that our fees from Lau & Co. seemed to
be increasing at a larger percentage than seemed warranted; she raised
this matter with Mr. Lau, and has succeeded in getting a reduction. Jane
then indicated the need for an all-staff training session on the new computer
program - Innovative - which all staff will be using. She suggested a date to
be chosen probably in later January.
6. Financial report - the good news continues, as we have some 65% of the
budget left and only half of the year to use it. In fact, Jane enhanced that
with the information that the budget figure in the report should reflect the
current year and will be corrected in the next financial report. Adams moved
approval of the financial report; second by Ruklic. motion carried; ab. Kelly.
7. Other reports:
 - A. Friends of the library - they had a recent meeting, and are now
selling plastic book bags decorated with the library logo as well as
a "friends" imprint. The bags are .25 per bag.
 - B. Crete Library Foundation - no recent meeting, but they are still selling
the pavers. To date they have sold 7 or 8.
 - C. Art and Decor Committee - Current photo display by Bernardi in the
upstairs hall is quite striking; probably the library needs to publicize the
activities of the committee and the local artists involved. Jay Ruklic will
serve as the liaison to the committee to fill the position formally held by
Shirley Murray.
8. Visitors - none
9. Old Business:
 - A. Auditing services - as per the discussion during the librarian's report,
Adams moved approval of a contract with Wm. Lau for FY1999 audit in
the amount of \$2875.. second by Mucha. Motion carried unanimously
on
roll call. ab: Kelly.
 - B. Personnel policy - Ruklic moved the personnel policy as proposed by
Jane, with the addition of the language from the Lansing policy; second

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by Adams. Motion carried unanimously. Ab. Kelly.

C. Building and maintenance

1. Emergency lighting additions are almost complete. The library now has 1 to 1 1/2 hr. of added light in the event of an emergency. The total cost will be approximately \$3800.
2. Honeywell will probably not be back until after the first of the year to complete the work on the sound problem.
3. Roof specifications are here from Mr. Stonebraker; we should be able to send them out for bid in January, with actual work on the roof to start in April/May. Herb will bring all the necessary information on the roof to the January meeting.
4. Janet is pursuing other costs Oliver is liable for in view of the court decision in our favor.

10. New Business:

- A. Bond payment: Adams moved payment of the semi-annual bond, in the amount of \$152,246.88; second by Ruklic. motion carried roll call unanimously. Ab. Kelly.
- B. Treasurer election: Jim Adams volunteered to complete Frank's term as treasurer; Ruklic moved to appoint Adams; second by Mucha. motion carried unanimously. Ab. Kelly.
- C. Check signing: the trustee's account at First United Bank now needs another signature. It was decided to include all trustees. Jane will bring signature cards to the next meeting.
- D. Shepley memorial: Herb expressed the desire of all board members to have a special memorial for Frank, one that will demonstrate his deep commitment to the library in all its facets. A memorial paver is one element; the larger remembrance will probably include both an outside / garden portion such as an evergreen, and something for the collection that will reflect Frank's love of the natural world.
- E. Library closing for Innovative training (as per discussion in librarian's report) Mucha moved; second by Adams, to close the library for a half day for staff training on Innovative, this to be on a day in January that will be announced later.
- F. Christmas gift for staff: Ruklic moved, with second by Adams, that the the Board continue the gift of a \$50. gift certificate for all staff members including the administration. motion carried unanimously on roll call vote. Ab. Kelly

Meeting was adjourned at 8:05, there being no further business.

Respectfully,

Marian Engel, Sec.