

**CRETE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA**

APRIL 21, 1999
7:00 P.M.

1. Call to order
2. Minutes of the Regular Meeting of March 17, 1999 and Special Meeting of April 19, 1999 (to be distributed at the meeting)
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. Update on building suit
 - B. Building and maintenance items
10. New Business
 - A. Deaccession of library property
 - B. Review of Chapter VII "Public Relations and Marketing" in *Serving Our Public*
11. Adjournment

Crete Public Library Board of Trustees
Regular Meeting
April 21, 1999
7:00 P.M.

1. Meeting called to order by Pres.Schultz at 7:00p.m.
Trustees present:Adams,Engel,Kelly,Mucha,Ruklic,Schultz
Others present: Dir.Schulten; Also,J.Amati,S.Fuller newly
elected trustees.
2. Minutes of regular meeting of March 17 moved for approval by
Mucha, second by Adams.Motion carried.Minutes of special meeting
of April 19, 1999 moved for approval by Mucha; second by Adams.
motion carried.
3. Correspondence: a letter from Secretary of State, George Ryan
celebrating National Library Week, and extolling libraries.
4. Bills for payment: Mucha moved approval of the bills; second
by Ruklic. Motion carried on roll call vote.One added bill from
Chicago Backflow in the amount of \$790.00 for annual inspection.
motion to approve by Mucha; second, Ruklic; motion carried on
roll call vote.
5. Librarian's report: The check from USFG has been received,
and will go into the Capital Project Fund. At last.
6. Financial report: status of the library budget is good;motion
to approve by Adams; second by Kelly. motion carried.
7. Other reports
 - A. Friends of the Library - the book,bag,and bake sale will
be held April 24th, and there is a need for baked goods.
 - B. Crete Library Foundation - meets on alternate months;
is planning to develop projects. and needs more members.
 - C. Art and Decor Committee - meets periodically. On Sat.May
1st they will honor student artists who work is on display
upstairs, and award a \$50. bond to winning artists.
8. Visitors speak - no visitors present
9. Old Business
 - A. Update on building suit - settled with receipt of check
 - B. Building and Maintenance -
 1. The board will need to decide whether to have Honeywell
finish fixing/adjusting/correcting the sound system.
(Randy questioned the cost involved, suggesting that we
take care of the roof first) He then asked about the
condition of the rug (reference to the regluing that
was done earlier) Jane indicated that it seems fine.
 2. Stonebreaker and the re-roofing project was next. Herb
indicated that Stonebreaker will work with us through
the bid process;that he will send an addendum to change
the bid date to May 13.(the first date was April 29,but
we didn't receive the packet in time)
10. New Business
 - A.Deaccession of library property - motion to approve this
clearance of library material was moved by Mucha; second by

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Adams; motion carried unanimously.

B. Chapter VII, Serving Our Public - "P.R. & Marketing"
Jane brought in various brochures and flyers the library has developed to let the public know what is happening. Of course, there is the monthly newsletter which goes to all households in the district.

She also informed the board about an SLS PR workshop which she will attend on May 29th.

11. Swearing In New Board Members

At this time, the secretary swore-in all the newly elected board members: Jackie Amati; Susan Fuller; Randy Mucha, and Jay Ruklic.

Meeting adjourned at 8:30 p.m.

Respectfully,

Marian Engel, Secretary