

**CRETE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA**

August 20, 2003

7:00 P.M.

BUDGET & APPROPRIATION HEARING

BOARD MEETING

1. Call to order
2. Minutes
 - Regular Meeting of July 16, 2003
 - Special Meeting of July 23, 2003
3. Correspondence
4. Bills for payment
5. Librarian's Report
6. Financial Report
7. Public comment
8. Other reports
 - A. Friends of the Crete Public Library
 - B. Crete Library Foundation
3. Old Business
 - A. Budget & Appropriation Ordinance 03-03
 - B. Refunding of 1993 Bonds Ordinance 03-04
 - C. Building Maintenance
 - D. Administrative Librarian – annual review
3. Closed session (performance review)
4. New Business
 - A. Suburban Library System membership renewal
 - B. ILLINET/OCLC membership agreement
 - C. ISL 2003/03 Public Library Annual Report
 - D. Secretary's Audit Committee
3. Adjournment

Crete Public Library Board of Trustees
Meeting of August 20, 2003

1. Meeting called to order: Meeting was called to order at 7:10 P.M. by President Jay Ruklic. In attendance were Board members Marian Engel, Jackie Amati, Jessica Stoll, Pat Kelly, Randy Mucha, Susan Fuller and Library Director, Jane Schulten. Guests, Beth Ruyle.
2. Minutes of July 16, 2003 Board Meeting: Under New Business, Ruklic pointed out that the minutes should reflect that Karen Steele was from the Opinions Division of the O.A.G. With this correction made to the minutes, motion by Kelly to approve, second by Engel. Motion approved unanimously.

Minutes of Special Meeting of July 23, 2003: Motion by Kelly to approve, second by Engel. Motion approved unanimously.

3. Correspondence: A thank you received from Barb & Dan Cox for flowers. Also a flyer was received from the SLS announcing an open house on August 27th for Louise McAulay, Executive Library Director who is retiring.
4. Bills for Payment: Motion by Mucha, second by Amati to approve bills for payment. Motion carried unanimously by voice vote.
5. Librarian's Report: There will be a Woman's health program coming soon along with a Ghost program the 1st weekend in October. The summer reading program was a hit with a large turnout of young readers and many donated prizes. In celebration of Illinois Arts Week, the library will have an artist on display during the month of October and she will also do a mural with the kids, possibly to display in Coffee Connection area.
6. Financial Report: Treasurer Stoll reports the Library finances are on target. Motion by Amati to approve, second by Stoll. Motion approved unanimously by voice vote.
7. Public Comment: None
8. Other Reports:
 - A. Friends: Friends do not meet in summer.
 - B. Foundation: Next meeting in September.
9. Old Business:
 - A. Budget & Appropriation Ordinance 03-03: Motion to approve Budget and Appropriation Ordinance 03-03 by Engel, second by Kelly. Motion approved unanimously.
 - B. Refunding of 1993 Bonds Ordinance 03-04: Mucha presents Ordinance 03-04, which provides for the issue of \$2,180,000 General Obligation Refunding Bonds, Series 2003 of the Crete Public Library District, Will County, Ill. and the levy of a direct annual tax sufficient to pay the principal of and interest on said bonds. Motion to approve by Mucha, second by Engel. Motion approved unanimously.

- C. Refunding of 1993 Bonds Ordinance 03-05. Mucha presents Ordinance 03-05, which provides authorizing and directing the execution of an Escrow Agreement in connection with the issue of General Obligation refunding Bonds, Series 2003, of the Crete Public Library district, Will County, Ill. Motion to approve by Mucha, second by Amati. Motion approved unanimously.

Library Trustees take a 10-minute break at 7:40 P.M. to signs Bond papers. Meeting resumes at 7:50 P.M.

- D. Building Maintenance: Florence Drapery Co. was asked to bid on six shades to be made and installed on the windows by the fireplace. The bid was for \$1,112.00. Jane Schulten has in the past had other window treatments installed at the library and feels this expense is very reasonable. Motion by Engel to approve making and installing 6 shades, second by Kelly. Motion approved unanimously.
- E. Administrative Librarian-Annual Review: Ruklic passed out comment sheets for Board review.

10. Closed Session: Performance Review

11. New Business:

- A. Suburban Library System Membership Renewal: Board reviewed the membership requirements and meets or exceeds guidelines. Motion by Kelly to renew membership, second by Stoll. Vote unanimous.
- B. ILLINET/OCLC Membership Agreement: All libraries are asked to agree to their procedures. Motion by Engel, and second by Ruklic to approve. Vote unanimous.
- C. ISL 2003/03 Public Library Annual Report: Motion to approve Annual Report by Amati, second by Stoll. Vote unanimous.
- D. Secretary's Audit Report: Two Board member are required to audit the minutes of the Library Board for the past year. Stoll and Amati, volunteer.
- E. Bulls Eye: This company is a service reseller who has approached the library about new phone service from there company. Currently telephone service is good, but ask Schulten, to look into AT&T. Motion by Amati, second by Kelly. Vote unanimous.
- F. ILA Annual Conference: Conference to be held 1/15/03. Since Schulten is a presenter for one of the workshops, she will need to attend conference. Expenses for this trip are a part of the budget. Motion to approve trip Amati, second Engel. Vote unanimous.

12. Adjournment: Motion by Mucha, second Engel. Vote unanimous. The meeting was adjourned at 8:50 P.M.

Respectfully submitted:
Susan Fuller, Secretary

Crete Public Library Board of Trustees
Budget and Appropriation Hearing
August 20, 2003

1. Call to Order: Call to order at 7:00 P.M. by President Ruklic. In attendance are Marian Engel, Jackie Amati, Jessica Stoll, Pat Kelly, Randy Mucha, Susan Fuller and Jane Schulten.
2. Board presented Budget & Appropriation in the amount of \$757,500.
3. No public comment made.
4. Meeting adjourned at 7:05 P.M.

Respectfully submitted

Susan Fuller, Secretary