

**CRETE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA**

November 19, 2003
7:00 P.M.

LEVY HEARING

BOARD MEETING

1. Call to order
2. Minutes
Regular Meeting of October 23, 2003
3. Correspondence
4. Bills for payment
December Bond payment \$208,346.88
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. 2003 Levy Ordinance 03-06
 - B. Revised Salary Schedule
 - C. **A Day Without Libraries** report
 - I. Long range planning
 - II. Grant money management
3. New Business
 - A. Board & Staff Holiday party
 - B. PLA Annual Conference (February 24-27, 2004)
 - C. Building
 - D. Shelving
 - II. Public computers coin machine
3. Adjournment

CRETE PUBLIC LIBRARY BOARD O TRUSTEES
Minutes of 11/19/03
LEVY HEARING
BOARD MEETING

Present: Ruklic, Kelly, Stoll, Engel, Mucha, Amati, Director Schueltan. Absent: Trustee Fuller.

LEVY HEARING: Called to order at 7:04p.m. No public comment. Schueltan said had given a statement explaining levy to newspapers. Stoll moved to adjourn, Engel seconded. Meeting adjourned at 7:07 p.m.

BOARD MEETING:

I. Called to order at 7:08 p.m..

II. Minutes of regular meeting of 10/23/03 approved on motion by Mucha, second by Engel

III. Correspondence: Thank you note from Park District for participation in Halloween Trick or Treat Trail. Note from Women's Club saying that Art Fair will be 2/14/04 at the Atrium. Notice of SLS trustee workshops. Kelly, Stoll, Engel, Amati agreed to attend the one on 12/11/03 in Matteson.

IV. Bills for Payment: Two bills added to list for William Lau, Audit preparation: \$1,565.00; Payroll checks: \$191.50. Additionally, reimbursement to Schueltan of \$216.31 for DVDs purchased for the Millenium Collection. Motion to approve by Mucha, second by Engel, in favor: Engel, Amati, Kelly, Mucha, Stoll, Ruklic. Against: 0.

V. Librarian's Report: Cookbooks should arrive around 12/15/03. Advance sales of 57 copies already, coupons for purchase available. Steger has new librarian.

VI. Financial Report: Stoll: We are one third through fiscal year and doing well. Schueltan: Electric heavy use season over, should have enough to cover rest of fiscal year, furniture purchases (file cabinet) and printing are over the 1/3rd mark but plenty to cover anticipated expenses. Lawn mowing is over for the season. The new audit (reports distributed) indicates revenues are down. Budget will be watched closely.

VII. Public Comment: None.

VIII. Other Reports:

A. Friends of Library: Meeting of 11/04/03. Will help sell Cookbooks. In addition, the Friends have purchased a floor cushion for the children's library and donated \$400.00 toward large print books. Spring book sale will be March 6.

B. Foundation: Want sign over Millenium Film Collection announcing sponsorship. Developing memorial card

for distribution at funeral homes. Have donated \$2000.00 matching grant toward buyout of copy machines and \$600.00 toward adult programming. Wine and Cheese party on March 14 in partnership with School Foundation. In addition, will support lease program for books on CD.

IX. Old Business

A. Tax Levy: Mucha moved to approve the 2003 tax levy ordinance, second by Kelly, approved by all trustees present.

B. Revised Salary Schedule: Stoll inquired if we had a figure for the shortfall. Asked that one be given next meeting. Kelly moved to approve RSS, Engel seconded, all in favor.

C. A Day without Libraries:

1. Volunteers needed for exit survey (to be done at the end of February).

2. Director Schueltan to attend the Grant Money Management program to learn how account will be set up.

X. New Business

A. Holiday Staff Party set for Friday, December 12 at 5:00 p.m.

B. PLA Annual Conference (Feb. 24-27, 2004) in Seattle. Director Schueltan to attend, Motion by Mucha, second by Stoll, to cover her expenses estimated at about \$600-700.00. Engel, Kelly, Stoll, Mucha, Ruklic, Amati voted aye.

C. Building;

1. Shelving: Another unit needed, also file and cabinet for Historical Society materials. Engel to ask Hist. Society for help with purchase. Stoll moved to purchase shelf unit, Engel seconded, Stoll, Engel, Kelly, Mucha, Ruklic, Amati, voted aye. Motion passed.

2. Public Computers Coin Machine. Purpose to control printing from the public computers. Total cost of machine, stand, software of @2,824.95 to come from capital fund. Move to approve purchase by Kelly, second by Engel, all present in favor (roll call vote), motion carried.

XI. Adjournment

Stoll moved to adjourn, Kelly second, motion approved by all.

Respectfully submitted

Jacqueline Amati
Acting Secretary.