

CRETE PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA

January 21, 2004
7:00 P.M.

1. Call to order
2. Minutes
 - No December meeting
3. Correspondence
4. Bills for payment
5. Librarian's Report
6. Financial Report
 - William A. Lau & Co., Ltd. audit report
7. Public comment
8. Other reports
 - A. Friends of the Crete Public Library
 - B. Crete Library Foundation
3. Old Business
 - A. A Day Without Libraries report
 - B. Automation update
3. New Business
 - A. Personnel
 - B. Impact fee
3. Adjournment

Crete Public Library Board of Trustees
Minutes January 21, 2004

1. Call to Order: Meeting called to order by President Ruklic at 7:03 p.m. Trustees attending were Jackie Amati, Marion Engel, Susan Fuller, Pat Kelly and Jessica Stoll. Absent Trustee was Randy Mucha. Also present was Library Director Jane Schulten.
2. Minutes: Motion to approve minutes of November 19, 2003 meeting by Stoll, second by Engel. Minutes approved unanimously.
3. Correspondence: A thank from Laura Starr for the Christmas gift. A thank you card from the entire staff of the Library for the Christmas party and gifts. Resignation letter from Martha Schlagel announcing her retirement was read.
4. Bills for Payment: In addition to the regular monthly bills, two additional bills for payment are; Computers by Design, \$2,824.95 for a public PC coin machine and software. Wagner Office Solution, \$6,271.00 for 2 copy machines. (\$4,000 of this is covered by LSTA grant of \$2,000 and Foundation donation of \$2,000). Motion by Stoll, second by Amati to pay the bills. Motion approved by roll call vote.
5. Librarian's Report: Economic Interest Statements will be arriving soon and must be completed by May 1, 2004. On the morning of January 20th, Jane discovered what she thought was water was dripping down the wall by the Circulation Desk. Upon further examination it was found that a gasket blew in the elevator room and was leaking hydraulic oil. Inspectors for the elevator company came out to inspect and repairs were completed January 21st. The pipes are not included in the maintenance agreement. Minimum for repairs may be \$2,500.00
6. Financial Report: Comprehensive Annual Financial Report for year end 6/30/03 was presented by William Lau. Mr. Lau reported there were no problems with the audit and by refinancing the bonds the library saved \$9,000. Discussed Exhibit 2, Combined Statement of Revenues, Exhibit 4, General Fund and Exhibit 8, Special Revenue Fund. A copy of the Comprehensive Annual Financial Report is located at the library for the public to view.
7. Public Comment: None
8. Other Reports:
 - A. Friends just sent out their newsletter. Next meeting will be held before their annual book sale on March 6th.
 - B. Tickets are on sale for the Crete Monee Educational Foundation fundraiser in cooperation with the Crete Public Library Foundation. The fundraiser will be

March 14th. Tickets are \$35.00 each. Foundation newsletter will be going out soon.

9. Old Business:

A. Day Without Libraries Report: The library is in need of more volunteers. There will be 35 surveys a day to be done. Volunteers will need training.

B: Automation Update: New coin machine for the public computer printing has arrived and will be installed soon. A fifth Internet PC has been added along with one 15-minute computer.

10. New Business:

A. Personnel: Martha Schlagel, Head of Children's Services, has decided to retire after 26 years. Her resignation is effective March 5, 2004. The library will post the position in-house and on the Suburban Library System job site. The person filling the position will work part time, 28 hours a week, will work one day a week at adult reference, will work 1 night a week, and 1 Saturday a month. Position Description for the Head of Children's Services will be amended under the qualification description to read "ALA accredited MLS with some course work in Children's Services and 1 year experience working with children; or bachelor's degree in elementary education or other child-related field and 2 years experience working with children *preferred*". Motion by Stoll, second by Kelly. Motion approved unanimously.

B. Impact Fee: The Impact Fee that the library receives of \$100.00 is the lowest in the district. (Park District receives \$300.00). This fee has not been updated since 1992. The Board will study the possibility of revising the impact fee

11. Adjournment: Motion by Stoll, second by Amati. Motion carried unanimously.

Respectfully Submitted

Susan Fuller
Secretary, Library Board Trustee