

**CRETE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA**

November 17, 2004
7:00 P.M.

**LEVY HEARING
BOARD MEETING**

1. Call to order
2. Minutes
Regular meeting of October 20, 2004
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
9. Old Business
 - A. Board of Library Trustees – appointment
 - B. 2005 Referendum
10. New Business
 - A. FY2005 Levy Ordinance 04-07
 - B. Declaration of Surplus Property
 - C. Holiday Party
11. Adjournment

**Crete Public Library District
Board of Trustees
Minutes of November 17, 2004**

- 1. Call to Order:** Meeting called to order by President Ruklic at 7:05 p.m. Trustees attending were Amati, Engel, Fuller, Kelly, and Ruklic. Absent Mucha. Also present was Library Director Jane Schulten and Mardie Tuttle. At this time the Board took the opportunity to swear in newly appointed Board member, Mardie Tuttle.
- 2. Minutes:** Motion to approve minutes of October 20, 2004 meeting by Amati, second by Engel. Minutes approved unanimously.
- 3. Correspondence:** The Franciscan Sisters who manage St. James Manor in Crete is asking the library to endorse a letter of support for them. The Board doesn't see any benefit to the Library in doing so. The Board has decided not to write a letter of support, as this does not apply to us.
- 4. Bills for Payment:** No additional bills for payment. Motion by Engel, second by Kelly to pay the bills. Motion unanimously approved by voice vote.
- 5. Librarian's Report:** BEPC met at the library for lunch and the meeting went well. Auditors have been in for the past 2 days and are almost finished. Jane met with John Stoll about a survey that might draw in more business to Crete. The Village Board, Planning & Zoning and other interested parties met at the Library to discuss a commuter railroad line coming into Crete.
- 6. Financial Report:** The financial report looks good and is on schedule.
- 7. Public Comment:** None.
- 8. Other Reports:**
 - A. Friends:** Friends met last night at the library. New officers were elected. President Dennis Murfin, Secretary Jackie Amati, Treasurer Cari Zimmerman and Book Sale Chairperson Mardie Tuttle. The Board thanked Tuttle for all her help with the fall sale which raised \$1,363.00. The books that were not sold were sent to Will County Recycling. The Friends plan to do a spring sale. The next meeting will be in January 2005.
 - B. Foundation:** The only members of the Board that attended the last meeting were Kelly and Hysell. Due to a lack of a quorum the meeting was cancelled. Next meeting will be in January 2005.

9. Old Business:

- A. Board of Library Trustees-Appointment: Mardie Tuttle was sworn in as a Board member at the beginning of the meeting.**
- B. 2005 Referendum: The Library is looking to go for Referendum at the Primary instead of the General Election. This would be February 22, 2005. The Board will be asking for a 5-cent increase. The Board will meet on December 15, 2005 a regular Board meeting to discuss how best to get the referendum passed.**
- C. Administrative Librarian Annual Review: Motion by Amati, second by Kelly for the Library Board to go to Closed Session to discuss the Administrative Librarian annual review. Vote unanimous.**

10. New Business:

- A. Tentative FY2005 Levy: Vote to approve FY2005-2006 Levy in the amount of \$576,200. Motion by Amati, second by Engle. Unanimous vote.**
- B. Declaration of Surplus Property: The Library storage room is filled with old computers. They are surplus property and to be discarded. Anyone can pick them up and take for their use. All information stored on them will be deleted before giving them away. This information will be posted for the public.**
- C. Holiday Christmas Party: Friday, December 10, 2004 at the Library beginning at 5:00 p.m. Past employees of the Library are invited. Motion by Engel, second by Kelly to give each employee a \$50.00 gift certificate. Unanimous voice vote.**
- D. Administrative Librarian Salary Increase: Motion by Amati, second by Engel to increase the Administrative Librarians salary by 4%, retroactive to July 1, 2004. Unanimous voice vote.**

11. Adjournment: Motion by Amati, second by Fuller. Unanimous vote to adjourn at 8:35 p.m.

**Respectfully Submitted
Susan Fuller
Secretary, Library Board Trustee**

Crete Public Library District
Levy Hearing
November 17, 2004

Levy Hearing called to order at 7:00 p.m. by President Ruklic.

Board members in attendance were Engel, Amati, Fuller, Kelly, and Ruklic. Also in attendance Library Director Schulten. Absent was Mucha.

There was no public comment.

Motion by Kelly to close the Levy Hearing, second by Amati. Vote unanimous.

Respectfully Submitted

Susan Fuller
Secretary