

# **CRETE PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA**

January 19, 2005  
7:00 P.M.

## **BOARD MEETING**

1. Call to order
2. Minutes  
    Regular meeting of December 15, 2004
3. Correspondence
4. Bills for payment
5. Librarian's Report
6. Financial Report  
    2004 Financial Audit
7. Public comment
8. Other reports
  - A. Friends of the Crete Public Library
  - B. Crete Library Foundation
9. Old Business
  - A. 2005 Referendum
  - B. Declaration of Surplus Property
  - C. Personnel Policy updates
  - D. 2005 Wine & Cheese Party
10. New Business
  - A. Building & maintenance
    - I. Utility Management Co. proposal
    - II. Compressors
  - B. MLS Public Library Membership Agreement
11. Adjournment

**Crete Public Library Board of Trustees**  
**Minutes of January 19, 2005**

1. Call to Order: Meeting called to order by President Ruklic at 7:00 p.m. Trustees attending were Amati, Fuller, Kelly, Engel, Tuttle and Mucha. Also, present was Library Director Jane Schulten and guest Chris Wagner.
2. Minutes: Move to approve Minutes of regular meeting by Mucha, second by Tuttle. Minutes approved unanimously.
3. Correspondence: Thank you notes were received from Gail Scott, Laura Starr and Peggy Bolm for the Christmas Party and gift certificates.
4. Bills for Payment: Additional bills for payment are McCann Group (CD-RW Drive & discs for server back-up) for \$371.00. Honeywell, Inc. (Hot water coil repair) for \$869.00 and Municipal Services (records of bonds) for \$50.00. Motion by Amati, second by Kelly to pay the bills. Motion unanimously approved by voice vote.
5. Librarian's Report: Marilyn Godfrey is back to work. The Crete Chamber of Commerce will be presenting Librarian Jane Schulten with the 2004 Service to Business Award at their Chamber dinner to be held February 5, 2005 at Lincolnshire Country Club.
6. Financial Report: Mucha thinks the Financial Report is in good shape. Knutte & Associates the new audit firm will be asked to come and explain this year's audit once the Trustees have had a chance to look it over.
7. Public Comment: Chris Wagner came to present the library with a picture frame and a write-up showing the pictures of the Eagle project that he did in the back of the library for his Boy Scout Eagle Project.
8. Other Reports:
  - A. Friends: Friends next meeting is January 25, 2005.
  - B. Foundation: Steve Modjecki has resigned for the Foundation Board. The Foundation has offered their help in working on the Library Referendum. Next meeting will be in February, 2005.
9. Old Business:
  - A. 2005 Referendum – Tuttle reported that we need to establish a public relations campaign. This campaign should present to the public a positive image of the library and what a library means to the community. First meeting to discuss the referendum will be Wednesday, February 2, 2005 at 7:00p.m. Each

trustee is asked to bring two people that would be willing to work on the referendum.

- B. Declaration of Surplus Property:** The inventory list has been completed. These items are all located in the second floor storage room. There are 23 computers and 39 monitors. Motion by Mucha to declare those items as surplus property, second by Engel. Vote unanimous.
- C. Personnel Policy Updates:** Tabled for next meeting.
- D. 2005 Wine & Cheese Party:** Tickets are on sale at the library. The cost is \$35.00. The party will be at the library on March 13, 2005. The library will keep all proceeds from the sale of the tickets.

**10. New Business:**

- A. Building & Maintenance:**
  - I. Utility Management Co. Proposal:** They are a Broker for the Utility Company. They would ask for a one year commitment from the library. Trustees are asked to read the proposal for next meeting. Mucha suggests that Schulten check this company through Dunn & Bradstreet.
  - II. Compressors:** No one from Honeywell has been to check the compressors. Schulten will make another phone call to get someone to come out.
- B. MLS Public Library Membership Agreement:** Crete Public Library is a Category III library under the new MLS. The library is required to have two full time employees with Library Science degrees and the Director must have a Library Science Degree. Motion by Kelly, second by Engel to accept the new MLS agreement. Motion unanimous.

Adjournment: Motion by Mucha, second by Fuller. Unanimous vote to adjourn at 8:33 p.m.

Respectfully Submitted  
Susan Fuller  
Secretary, Library Board Trustee