

**CRETE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA**

AUGUST 17, 2005
7:00 P.M.

BOARD MEETING

1. Call to order
2. Minutes
 - Budget & Appropriations Hearing
 - Regular meeting of July 20, 2005
3. Correspondence
4. Bills for payment
5. Librarian's Report
6. Financial Report
 - 2005 Treasurer's Report
7. Public comment
8. Other reports
 - A. Friends of the Crete Public Library
 - B. Crete Library Foundation
9. Old Business
 - A. Library Impact Fee
 - B. Fall Festival
10. New Business
 - A. 2004/05 Annual Report
 - B. Crete Business Info Center
11. Adjournment

**Crete Public Library Board of Trustees
Minutes of August 17, 2005**

- 1. Call to Order: Meeting called to order by President Ruklic at 7:04 p.m. Trustees attending were Amati, Fuller, Engel, Tuttle, Ruklic, Borgia and Kelly. Also, present was Library Director Jane Schulten.**
- 2. Minutes: Move to approve Minutes from July meeting by Tuttle, second by Kelly. Minutes approved unanimously.**
- 3. Correspondence: Announcement from The Green Door that there will be an Open House on 8/19/05 from 3p.m. until 6p.m. This new business is located in downtown Crete. Village Woods is having an open house to celebrate their 25 years in the community, on 9/10/05 from 3p.m. until 6p.m.**
- 4. Bills for Payment: No additional bills for payment. Motion by Kelly, second by Engel to pay the bills. Motion unanimously approved by voice vote.**
- 5. Librarian's Report: On a Legislative note, the Governor signed PA 94-0435 on 8/2/05. This act amends the Municipal Code and changes the contract amount that must be let out for competitive bidding by public libraries from \$10,000 to \$20,000, effective immediately. The Library Web site in the future will include the monthly Board of Trustees monthly agenda and minutes.**
- 6. Financial Report: For the first month of the new fiscal year the finances are on schedule. \$1,485.50 under bookkeeping is for Annual Treasurer's Report.**
- 7. Public Comment: None.**
- 8. Other Reports:**
 - A. Friends: Next meeting is will be the last Tuesday in August. Book recycling will take place in November.**
 - B. Foundation: Does not meet in the summer.**
- 9. Old Business:**
 - A. Library Impact Fee: Motion by Kelly for a resolution requesting the Village of Crete revise the method of determining and collecting impact fees on behalf of the Board of Library Trustees for the Crete Public Library. Second by Engle. Unanimous approval.**
 - B. Family Fall Festival: The Festival will be held at the Library on October 22, 2005, from 4p.m. to 7p.m. Schulten has asked the Library Board to**

handle food and refreshments. The library staff will handle the other arrangements for the event.

- C. **Web Site:** Quality Computer Systems will custom design the web site template for the library. Cost would be \$750.00. Motion by Tuttle to approve the expenditure, second by Amati. Unanimous voice vote.
- D. **Wi Fi Update:** The library is very close to providing this service. Motion by Tuttle to provide this service, second by Engel. Unanimous vote.

10. New Business:

- A. **2004/2005 Annual Report:** In order to maintain good standing in the library system, public libraries complete an Annual Report each year. It is a statistical report providing data on a library's hours, collection, finances, staffing, trustees and services.
- B. **Crete Business Information Center:** Schulten has asked that the Board discuss developing a Crete Business Information center in the library. This may include brochure racks for Chamber information or a kiosk set up for display flyers for Crete area and Chamber businesses.
- C. **Library as a Donation Center:** The library was asked if it would be willing to take in donations for a Crete family who lost everything to a fire in their home. The library has declined to be a donation center. The library does not have the capacity to handle large donations that may come in.
- D. **Family Fall Festival:** This would be an open house for the Library on 10/22/05.
- E. **Spine labels:** The library has been adding Christian Fiction spine labels in the Adult Fiction Collection to make them easily identifiable to library patrons. The Board discussed appropriate labeling for this category.

Adjournment: Motion by Tuttle, second by Fuller. Unanimous vote to adjourn at 8:50 p.m.

Respectfully Submitted
Susan Fuller
Secretary, Library Board Trustee