

# CRETE PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA

April 19, 2006  
7:00 P.M.

## BOARD MEETING

1. Call to order
2. *Citizens for the Crete Public Library* Recognition
3. Minutes
  - Regular meeting of March 15, 2006
4. Correspondence
5. Bills for payment
6. Librarian's Report
  - TIF Joint Review Board meeting
7. Financial Report
8. Public comment
9. Other reports
  - A. Friends of the Crete Public Library
  - B. Crete Library Foundation
9. Old Business
  - A. 2006 Referendum (March 21, 2006)
  - B. Long Range Planning
10. New Business
  - A. Board vacancy
  - B. Insurance update
  - C. Building & Grounds update
  - D. FY2006/07 Budget process
    - 2005 Levy
    - Budget & Appropriations
    - Building & Maintenance Levy Ordinance 06-01
  - E. Policy update
  - F. Crete Memorial Day Parade
11. Adjournment

Crete Public Library Board of Trustees  
Minutes

April 19, 2006

1. Meeting called to order by Vice-President Kelly at 7:00 PM. Attending: Amati, Engel, Borgia, Tuttle and library director Schulten. Absent: Fuller. President Ruklic arrived at approximately 7:30 and conducted the remainder of the meeting.  
Also present were members of the *Citizens for the Crete Public Library* Steering Committee Rich Beil, Jayne Mathews, Phyllis Monks, Doris and Matt Warren. Absent were Joanne Sarros and Mike Liccar.
2. *Citizens for the Crete Public Library* Recognition. Appreciation and thanks were expressed by Schulten and Kelly for the outstanding work from the Citizens group. Each Citizen Committee member received an engraved Lucite desk cube as an appreciation token. Schulten invited Committee members to participate in future planning of the increased revenue. Jayne Matthews, co-chair, presented the library with a book about the Taj Mahal, purchased with remaining funds from the Citizens group.
3. Minutes of the March 15, 2006 regular meeting approved. Engel moved; Amati seconded. Unanimous voice vote.
4. Correspondence:
  - a. Zones 8 & 9 will hold a legislative breakfast at 8:30AM on May 18, 2006 at Steger-South Chicago Heights Library. Trustees are encouraged to dialogue with legislators. Schulten will prepare a fact sheet for trustees.
  - b. Trustee financial workshop will be held on May 13 from 9:30-12:00 at Prairie Trails Library, Burbank
  - c. Trustees reminded to complete & file their Will County Statement of Financial Interest.
5. Bills for payment. No additional bills presented. Motion by Kelly, seconded by Borgia. Unanimous voice vote.
6. Librarian's Report—Schulten attended the TIF Joint Review Board meeting on April 19, 2006, for the purpose of reviewing audits, financing and allocation of TIF funds. Representing the Village was auditor Pete Skinger and attorney Jim Stevenson; school district rep Daniel Bohn, park district rep Pat Polzin were also present. While no definitive information was disseminated, the Village did commit to annual meetings with local taxing bodies as required by law.
7. Financial Report—Expenditures are on target with the fiscal year.

8. Public Comment—none

9. Other reports

- a. Friends of the Crete Public Library—provided cupcakes for National Library week celebration. Also gave local merchant gift certificates (\$15.00) to each staff members in appreciation for their steadfast work. Next meeting April 25.
- b. Crete Library Foundation—Allocated \$200 toward the Crete Chamber information kiosk which will be in the library lobby. Next meeting May.

10. Old Business

- a. 2006 Referendum—Precinct vote discussed. Of the 7 targeted precincts (#1, 2, 8, 9, 10, 15 & 17), 6 passed the referendum, ranging from 54.7% to 69.7% yes votes cast. For the first time since 2002 (4 referendum requests) Precinct 14 passed with 51.6%. Total yes votes were up by 12% from the 2005 referendum.
- b. Long Range Planning—In discussing the allocation of increased revenue, several considerations were voiced.
  - i. Because the tax money will not be available until July 2007, we must maintain positive public relations so that the “delay” in promises is not misunderstood.
    1. informational articles via newspaper, Township & library newsletter, library web site and internal posting regarding the tax receipt process and current actions taken as “good faith gestures”
    2. develop a community based planning group; use past surveys as basis for decisions
    3. Develop an on-line focus group survey through library web site
  - ii. Consider immediate actions
    1. re-allocate current budget to increase collections
    2. Use capital funds to expand Wi-fi to upstairs coffee area
    3. Use “dumb terminals” to increase computers
    4. heavy promotional activities for all current actions—“Thanks to you, Here’s what’s new”
  - iii. Internal planning
    1. Because expanded hours and salaries will require the most money, careful analysis must be made.

2. Schulten distributed a Position Classification & Salary Study proposal from Library Consultants Kepner & Associates for trustee review & discussion at the May meeting. This has not been done for 25 years and will form the basis for personnel expansion decisions.

#### 11. New Business

- a. Insurance update—after sending out for bid, we will maintain the current insurer
- b. Buildings & Grounds update
  - i. Lawn maintenance & snowplow will go out for bid this fall
  - ii. Honeywell—Schulten & Ruklic will meet to discuss contract for next year.
- c. FY 2006/2007 Budget process
  - i. Schulten will present tentative budget next meeting
  - ii. Building & Maintenance levy ordinance 06-01 introduced
- d. Policy update—Tuttle moved & Engle seconded that overdue fines be reduced from \$.15 to \$.10. Yes: Amati, Engle, Borgia, Kelly, Tuttle; No: Ruklic. Motion carried.
- e. Memorial Day Parade—May 29, 2006. We need to have an entry—either car and/or a book cart brigade. Convertible needed.

12. Adjournment-8:35 pm. Amati moved, Borgia seconded; Motion carried.

Respectfully submitted,

Margery Tuttle  
Acting Secretary