

**CRETE PUBLIC LIBRARY BOARD OF TRUSTEES  
AGENDA**

August 16, 2006  
7:00 P.M.

**BOARD MEETING**

1. Call to order
2. Minutes
  - Budget & Appropriation Hearing
  - Regular meeting of July 19, 2006
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. Long Range Planning (Forum results)
  - B. Library Defibrillator
10. New Business
  - A. Loan Rule Policy updates
  - B. 2006 Annual Report (IPLAR)
11. Adjournment

CRETE PUBLIC LIBRARY BOARD OF TRUSTEES--MINUTES 8/16/06

I. Call to Order: 7:05 p.m. Present: Amati, Engel, Kelly, Ruklic, Tuttle, Warren, and Director Schuelten.

II. Minutes. Kelly moved, Warren seconded, that minutes of July meeting be approved. Motion carried unanimously.

III. Correspondence: A) Thank you note from Will County Assessors for use of library meeting room. B) Notice of legislative bill ~SB585 disallowing meetings held by e-mail or phone. Trustees must be present in person. C) Amendment of definition of meeting: committees may conduct business by e-mail or phone, but a majority of a quorum may not be involved. , ;!

IV: Bills for Payment: Additional bill to be paid to Centerpoint

Trustees fund. Tuttle moved to approve, Warren seconded. In favor: Tuttle, Amati, Engel, Warren, Kelly, Ruklic. Motion passed.

V. Librarian's Report: Minor vandalism--graffiti, broken lock on air conditioner enclosure. Staff handled problem well.

VI. Financial Report: Doing well on utilities, etc. Would like more staff/board education. Arctic very responsive to problems that have arisen.

VII. Public Comment: no public, no comment.

VIII. Other Reports: Friends of Library will meet August 29, to discuss book sale. Foundation will meet in September.

. IX: Old Business: A) Long Range Planning. Alexis' report a fair summation of open meetings. Need IT/outreach/PR people, MLS, administrative assistant. Staffing consultant report available next meeting. Tuttle and Kelly will serve on committee. Staff will be getting questionnaires about job description and actual job duties. Department heads will look at responses. Seven to ten '--- meetings over the next month. B) Defibrillator. Prices have plummeted over last few years. Bank gave \$900.00 toward purchase. Kelly moved to give Director Schuelten authority to purchase defibrillator for not more than \$1500.00. Warren seconded. Motion passed unanimously.

X. New Business: A) Loan rule update. Tuttle moved to bring loan policies in line with other SWAN libraries. Warren seconded. Motion passed unanimously. B) I PLAN. Illinois Public Library Annual Report Complete. We accept Annual Report. C) Family Fun Fest October 14, 2006. Lee Murdoch Folk Fest, Caricaturist. D) Deb Meader and Jane attended workshop. Discussion on e-pay. Program to collect fines, fees, and donations through web site using patrons internet credit and debit cards. Losses amount to

Crete Public Library Minutes 8/16 page 2 of 2

New Business D, continued: \$23,609.34 over last 10 years. E-pay may make it easier for patrons to pay. Tuttle suggested trying policy for a while before dedication machine to e-pay use. Item will be on agenda in September. E) Arts in the Park is postponed until May, 2007.

XI. Adjournment: Kelly moved to adjourn, Warren seconded, motion passed.

Respectfully submitted,

Jacqueline Amati Secretary