

CRETE PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA

BOARD MEETING

July 18, 2007

7:30 P.M.

1. Call to order
2. Minutes
 - Minutes of Regular Meeting June 20, 2007
 - Minutes of Closed Session June 20, 2007
3. Correspondence
4. Bills for payment
5. Financial Report
6. Librarian's Report
7. McCann Group Technology Presentation
8. Public Comment
9. Other reports
 - A. Friends of the Crete Public Library
 - B. Crete Library Foundation
10. Old Business
 - A. Library sign project
11. New Business
 - A. SWAN (system database) update
 - B. Appointment of Secretary's Audit Committee
 - C. Fall Family Fun Fest October 6th (early closing)
 - D. ***Serving Our Public*** – Chapter X “System & ILLINET Responsibilities” (Will be discussed in August)
12. Closed Session (if needed, to discuss litigation)
13. Adjournment

**CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Minutes July 18, 2007**

- I. Call to order: Meeting called to order by President Kelly at 7:30 p.m. Those in attendance: President Kelly, board members Amati, Angellotti, Engel, Ruklic, Tuttle, Warren. Also in attendance: Administrator Schulten.
- II. Minutes
 - A. Minutes of Regular meeting of June 20, 2007: Motion to approve by Tuttle, second by Warren. Motion passed unanimously.
 - B. Minutes of Closed Session June 20, 2007: Motion to approve by Engel, second by Angellotti. Motion passed unanimously.
- III. Correspondence: None.
- IV. Bills for payment: Motion by Engel second by Tuttle to approve all bills. Motion passed unanimously on voice vote.
- V. Financial Report: Trustee Warren gave an overview of the past fiscal year, noting that variances were due to recent new hires and rising utility costs. Despite these increases the Library ended the fiscal year in the black.
- VI. Librarian's Report: Schulten reported on Circulation Statistics for the year ended 2006/2007. Figures were highest since 2001/2002. The summer reading program is coming to a close with 499 children, 122 adults and 46 young adults signed up. Patron comments have been positive concerning the various programs. Schulten also reported on interview with Village of Crete and the effect of a Metra station in Crete. Handouts indicated possible sites and their impact on the Library. Also discussed was the Illinois Municipal Retirement Fund annual report. Report indicates pension fund in good shape. Chapter X of Serving our Public is a Per Capita Grant requirement and will be discussed at the August meeting. The Librarian is working on updating the library's disaster plan.
- VII. McCann Group Technology Presentation: McCann Group gave presentation on the advantages of virtual technology for the library. Mr. McCann explained how remote management of the library's computer network and equipment will be cost effective and efficient.
- VIII. Public Comment: None.
- IX. Other Reports:
 - A. Friends of the Crete Public Library: Friends did not meet in June or July. The next meeting will be in August.
 - B. Foundation: Did not meet, next meeting will be in September.

X. Old Business:

- A. Library Sign Project: Amati moved and Tuttle seconded to purchase regular type rather than digital. After discussion, motion was withdrawn until further information was available.

XI. New Business:

- A. SWAN update: New production server was installed smoothly, but some problems were encountered with the offline system. Some circulation data was lost during its transfer back into the online system.
- B. Appointment of Secretary's Audit Committee: Trustees Engel and Angellotti volunteered to audit FY 06/07 Minutes.
- C. Fall Family Fun Fest: Fest will be held October 6, 2007 starting at 3:00 p.m. Motion to close the library early on October 6, 2007 by Tuttle with a second by Engel. Motion passed unanimously.
- D. ***Serving Our Public*** – Chapter X “System & ILLINET Responsibilities” will be discussed at August meeting.
- E. Litigation: The library has been charged with a gender and age discrimination suit by the EEOC. As a result, copies of all applications for job openings for the last two years as well as information on new hires are being required to be sent in for review. The information has been gathered and sent to the Library's attorneys to review before being sent to the EEOC.
- F. Employee card and gift: Amati moved and Tuttle seconded that a card and gift should be sent to employee Wiersma on the birth of her new baby.

- XII. Adjournment: Motion by Engel, second by Warren passed unanimously to adjourn at 8:40 p.m.

Respectfully submitted,
Jacqueline S. Amati, Secretary