

**CRETE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA**

**BOARD MEETING
September 19, 2007
7:30 P.M.**

1. Call to order
2. Minutes
 - Minutes of the Budget and Appropriation Hearing August 15, 2007
 - Minutes of Regular Meeting August 15, 2007
3. Correspondence
4. Bills for payment
5. Financial Report
6. Librarian's Report
7. Public Comment
8. Other reports
 - A. Friends of the Crete Public Library
 - B. Crete Library Foundation
9. Old Business
 - A. Library sign project
 - B. Meeting Room Policy
 - C. Fall Family Fun Fest
 - D. Disaster Plan
10. New Business
 - A. FY2008 Per Capita Grant
 - B. IPTIP Prime Fund
 - C. Building Maintenance
11. Adjournment

**CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Minutes September 19, 2007**

- I. Call to order: Meeting called to order by President Kelly at 7:32 p.m. Those in attendance: President Kelly, board members Amati, Angellotti, Ruklic, Tuttle, Warren. Also in attendance: Administrator Schulten, Administrative Asst. Nelson. Trustee Engel arrived 7:37.
- II. Minutes: Motion to approve minutes of August 15, 2007 meeting by Angellotti, second by Tuttle. Minutes approved unanimously. Motion to approve Budget and Appropriation hearing minutes by Ruklic, second by Tuttle. Motion passed unanimously on voice vote.
- III. Correspondence: Notice of trustee workshops at Metropolitan Library System. The annual Metropolitan Library System meeting is November 9, 2007 and open to Administrators and Trustees. Library received a thank you note from the Crete Pantry for the donation of food during the library's Food for Fines weeks. Two Will County tax objections were sent to the library.
- IV. Bills for payment: Two additional bills, Gallaher & Speck (elevator pressure test) and CES (security system cleaning & check) to be paid out of Capital Projects were included. Motion to approve all bills by Angellotti, second by Engel. Motion passed unanimously on voice vote.
- V. Financial Report: Trustee Warren reported that with only two months into the fiscal year everything looks to be on track.
- VI. Librarian's Report: Schulten reported that 45 teachers attended the Teacher Appreciation Day. The library received positive feedback for the event, and will try to arrange next year's so that the teachers of Crete Monee School District will be able to attend. Schulten and 3 department heads will attend the Illinois Library Association conference in Springfield in October. Lastly the Coffee Connection will reopen September 24th, with 6 students from Crete-Monee High School and their job coach Bridget Calgaro, providing coffee and other beverages.
- VII. Public Comment: no public comment.
- VIII. Other Reports:
 - A. Friends of the Crete Public Library: The friends have voted to pledge \$5000.00 for the new library sign. The friends will also be having a bake sale and be providing s'mores at the Fall Family Fun Fest. The book sale is slated for October 27, 2007, and the friends are looking for volunteers for set up Friday, and the sale on Saturday.
 - B. Crete Library Foundation: The foundation has pledged \$5000.00 for the library's new sign. The next meeting is still to be announced.

IX. Old Business:

- A. Library Sign Project: With \$10,000.00 pledged from the Friends & Foundation and another \$1000.00 from the Schultz memorials, the library will still need to come up with approximately \$14,000.00 for a new sign. Administrator Schulten said that the Capital Projects account is available for this type of expenditure. Since the new tax increase just went into effect, the board is reluctant to send letters to ask for donations for this project. Trustee Warren suggested that a note should be added to the next newsletter if anyone wished to donate. Also a committee consisting of Angellotti, Ruklic and Warren was formed to continue to search out effective signs in the area. The committee members will also get specifics about the most effective signs. This will help determine specifications when the library goes out for bid.
- B. Meeting Room Policy: Motion to approve revised meeting room policy by Ruklic, second by Warren.
- C. Fall Family Fun Fest: The Foundation will give \$500.00 towards the Fest. Plans are being finalized for the Fest, President Kelly will once again provide hotdogs, and condiments, other trustees will assist as needed, and greet the public.
- D. Disaster Plan: The plan has been completed; Schulten went over the various duties trustees will be expected to perform. Motion to approve disaster plan by Tuttle, second by Engel. Motion passed unanimously.

X. New Business:

- A. FY2008 Per Capita Grant: Motion to approve by Warren, second by Ruklik. Motion passed unanimously.
- B. IPTIP Prime Fund: Illinois funds offers a higher interest bearing account with some restrictions. Next month board will vote on opening a Prime Fund account.
- C. Building Maintenance: Dissatisfied with the cost of snow removal last winter, the library will ask for quotes from area businesses. The library hopes to get at least three quotes for snow plowing. The problem with the unglued carpeting still exists. Since replacing the entire carpet is not an option at this time, Administrator Schulten will look into other options such as: carpet tiles, linoleum, or rubberized floors, which will be placed in the worst affected areas.

- XI. Adjournment: Motion by Amati, second by Ruklic passed unanimously to adjourn at 8:35p.m.

Respectfully submitted,
Jacqueline S. Amati, Secretary