

**CRETE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA**

**BOARD MEETING
October 17, 2007
7:30 P.M.**

1. Call to order
2. Minutes
Minutes of Regular Meeting September 19, 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
Used Book Sale - October 27, 2007
 - B. Crete Library Foundation
9. Old Business
 - A. Fall Family Fun Fest
 - B. IPTIP Prime Fund account
 - C. Snow Removal RFP
10. New Business
 - A. FY2007 Levy
 - B. LIMRiCC PHIP Flexible Spending Account program
 - C. Zone 8 & 9 In-service – December 14, 2007
11. Adjournment

**CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Minutes of October 17, 2007**

- I. Call to order: Meeting called to order by President Kelly at 7:31 p.m. Those in attendance: President Kelly, board members, Amati, Angellotti, Engel, Ruklic, Tuttle, Warren. Also in attendance: Administrator Schulten, Administrative Asst. Nelson. Item to be added to new business: In-house accounting.
- II. Minutes: Motion to approve minutes of September 19, 2007 meeting by Tuttle, second by Amati. Minutes approved unanimously.
- III. Correspondence: Reminder regarding the annual meeting for Metropolitan Library System on November 9, 2007. Copy of letter sent by EEOC to plaintiff Greismeyer informing him that he had 35 days to file a private suit against the library. Thank you cards from employees Schulten, Meder, Scott, & Williams for the opportunity to attend the ILA conference in Springfield.
- IV. Bills for payment: One additional bill, McCann Group (monitors) to be paid out of the Special Technology Fund. Motion to approve all bills by Amati, second by Warren. Motion passed unanimously on voice vote.
- V. Financial Report: Trustee Warren stated that the library was on target for the year. President Kelly questioned the high amount in Furniture & Equipment and Administrator Schulten explained that the listening center was bought with money from donations.
- VI. Librarian's Report: Schulten reported that employee Herrmann's mother-in-law had passed away; board approved sending flowers or a plant. The circulation department is conducting a study on number of patrons and phone calls for each day this week. The average number each day is approximately 300. Since the library is not having storytime this week, circulation may continue the study into during a week it is in session, for comparison. Lastly, Schulten summarized the ILA conference and the great ideas that were presented. The staff was excited that with the increased budget, they will be able to offer additional services and programs that were previously financially out of reach.
- VII. Public Comment: no public comment.
- VIII. Other Reports:
 - A. Friends of the Crete Public Library District: The Friends made \$60.00 on the bake sale at the Fall Family Fun Fest. The new shipment of canvas bags has arrived, and the bags are once again available for \$10.00. Plans are under way for the Book Sale October 27, 2007. Amati stated that they may need additional workers to help pack up unsold books to take to the Will County Book Recycle in November. Also requested any paper bags for the sale.
 - B. Crete Library Foundation: no meeting.

IX. Old Business:

- A. Fall Family Fun Fest: Despite the heat it was well attended. Except for water and other drinks, the library did a good job of estimating the amount of food and prizes.
- B. IPTIP Prime Fund Account: Motion to open a Prime Fund Account through Illinois Funds by Ruklic, second by Warren. Motion passed unanimously.
- C. Snow Removal RFP: Library received one bid for snow removal from JTP Lawn, Inc. Motion to accept bid from JTP by Tuttle, second by Amati. Motion passed unanimously.

X. New Business:

- A. FY2007 Levy: Financial expert Jamie Racklin has advised a slow, steady increase in order to maximize the levy during the four years with no tax cap. Since the library's EVA has also increased, the board would like Racklin to run the numbers again, to make sure that this is still the best course. Also, due to recent legislation concerning the Working Cash Fund, the board would like Racklin to determine the best way to build the amount of the Working Cash Fund. In order to have an opportunity to view his findings before the levy hearing, the board has decided to change the date of the regular board meeting to November 14, 2007, and the levy hearing to November 28, 2007. Motion to change regular meeting date by Engel, second by Ruklic. Motion passed unanimously on voice vote. Motion to have special levy hearing on November 28, 2007 by Angellotti, second by Warren. Motion passed unanimously.
- B. LIMRiCC PHIP Flexible Spending Account program: Metropolitan Library System is now offering a flexible spending account for health & dependent care. Due to the cost of the program, the board has decided not to pursue the FSA at this time.
- C. Zone 8 & 9 In-service – December 14, 2007: Staff will be attending the in-service most of that day. Motion to close the library for the entire day by Tuttle, second by Angellotti. Motion passed unanimously. Also suggested having the Staff & Trustee holiday party that evening, with the possibility of having it catered. Schulten was asked to poll the staff concerning the date and catering.
- D. In-house Accounting: Options for in-house accounting software and also the cost of payroll both in-house and through a service was given to the board. Warren wanted to know if training was available and how much it would cost. Also if the library's audit cost would increase if accounting is done in-house.

- XI. Adjournment: Motion by Tuttle, second by Warren passed unanimously to adjourn at 8:49p.m.

Respectfully submitted,
Jacqueline S. Amati