

**CRETE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA**

**BOARD MEETING
February 20, 2008
7:30 P.M.**

1. Call to order
2. Minutes
Minutes of Meeting January 16, 2008
3. Correspondence
4. Bills for payment
5. Financial Report
Unique Management Services (collection service)
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. Sign project
 - B. Library Records Confidentiality policy (draft 2)
 - C. Long Range Planning
10. New Business
 - A. Library as polling place
 - B. Building maintenance projects
11. Adjournment

**CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Minutes of February 20, 2008**

- I. Call to Order: Meeting called to order by President Kelly at 7:30 p.m. Those in attendance: President Kelly, board members, Amati, Engel, Ruklic, Tuttle and Warren. Board member Angellotti arrived at 7:45 p.m. Also in attendance: Administrator Schulten, Admin. Asst. Nelson and Head of Adult Services Amschl.
- II. Minutes: Motion to approve minutes of January 16, 2008 meeting by Tuttle, second by Warren. Motion approved unanimously.
- III. Correspondence: Thank you card from Angels on Assignment for participation in their coat drive.
- IV. Bills for payment: One additional bill for payment was included. A T & T Datacom in the amount of \$2129.87 for new ICN router to be paid from the Capital Projects Fund. Motion to approve all bills by Engel, second by Amati. Motion passed unanimously on voice vote.
- V. Financial Report: Trustee Warren reported that while some items on the budget were high, the overall budget is only at 52%, which is acceptable for this time of year. Included was a summary report on the first year of Unique Management, the collection agency the library uses. With over \$4000.00 dollars submitted we have recovered more than half of that sum, as well as 73 library items. The general feeling is that patrons are more cooperative when they know that a collection agency is involved.
- VI. Librarian's Report: Schulten reported that the library will be featured in two upcoming articles in the Crete Record written by the Crete Historical Society. Also the recently opened Prime Fund is currently 1% higher than the other Illinois Funds. Finally, Schulten explained the current situation with the Crete Chamber of Commerce, and due to the threatened legal action against the board members, Schulten suggested not renewing the library's membership at this time. Motion to not renew membership by Ruklic, second by Warren. Motion passed unanimously.
- VII. Public Comment: no public comment.
- VIII. Other Reports:
 - A. Friends of the Crete Public Library: Plans are underway for the book sale on April 5th. Since Will County will not be recycling at that time, we will need an alternate plan for the books remaining after the sale.
 - B. Crete Library Foundation: The Foundation has decided to give \$500 for art once again this year. They have also agreed to pay for a spinning wheel which can be used during National Library Week as well as other events throughout the year.

IX. Old Business:

- A. Sign Project: The board is still working on which signs are most effective, and getting information about those signs. They will also look into village restrictions that may impact the sign height, size, or location.
- B. Library Records Confidentiality policy (draft 2): After reviewing the policies of several other libraries, some additions to the original draft were made. Motion to send draft 2 of the policy to the library's attorney for review by Amati, second by Angellotti. Motion passed unanimously.
- C. Long Range Planning: A facilitator from Metropolitan Library System is available for no fee. The department heads are all able to come on April 26th, and the trustees will check their schedules and let Schulten know if they are available. The facilitator will use information gathered from a Day Without Libraries, staff brainstorming sessions, and the patron forums to help formulate long range goals.

X. New Business:

- A. Library as a polling place: During the recent election, picketers outside the library caused some concern, but since they were over 100 feet from the elevator they were within their legal rights.
- B. Building Maintenance Projects: The library received a proposal from V & L Plumbing to replace the leaking water heater. Motion to accept proposal by Ruklic, second by Warren. Motion passed unanimously. The other building project is the installation of screens and sun shades in the library. The window covering will provide privacy and help to control the temperature within the building. Motion to approve proposal from Draperies & Blinds by Donna for shades & screens by Ruklic, second by Amati. Motion passed unanimously. Lastly Arctic Engineering has pointed out some issues that should be addressed concerning the system. The first item is a faulty limit switch, the second is to replace the low water cut off on the boiler. Both items have caused several service calls which could have been avoided.

- XI. Adjournment: Motion by Angellotti, second by Ruklic passed unanimously to adjourn at 8:27 p.m.

Respectfully submitted,
Jacqueline S. Amati