

**CRETE PUBLIC LIBRARY BOARD OF TRUSTEES  
AGENDA**

**SIGN DEMONSTRATION @ 7 p.m.**

**BOARD MEETING  
March 19, 2008  
7:30 P.M.**

1. Call to order
2. Minutes  
Minutes of Board Meeting February 20, 2008
3. Correspondence
4. Bills for payment
5. Financial Report  
2007 Audit Report (Sarah Hezlep, Knutte & Associates)
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. Building Maintenance Projects
  - C. Long Range Planning (April 26, 2008)
10. New Business
  - A. Building & Maintenance Ordinance 08-01 (Draft)
  - B. Automation report – Virtualization project
11. Adjournment

**CRETE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Minutes of March 19, 2008**

- I. Call to Order: Meeting called to order by President Kelly at 7:42 p.m. Those in attendance: President Kelly, board members, Amati, Angellotti, Engel, Ruklic, Tuttle and Warren. Also in attendance: Administrator Schulten, Admin. Asst. Nelson, Head of Adult Services Amschl and auditor Sarah Hezlep, Knutte & Assoc. In consideration of Ms. Hezlep's time the Financial Report and her review of the 2007 Audit was moved to the beginning of the meeting.
- II. Minutes: Motion to approve minutes of February 20, 2008 meeting by Ruklic, second by Amati. Motion approved unanimously.
- III. Correspondence: Invitation from Crete-Monee High School to attend a black tie affair honoring Milt Payton on April 4, 2008. A thank you letter from the Newbury Library to Ellen Herrmann for her work in sorting and sending books from the W. DeMuth collection.
- IV. Bills for payment: No additional bills for payment. Motion to approve all bills by Amati, second by Engel. Motion passed unanimously on voice vote.
- V. Financial Report: 2007 Audit Report (Sarah Hezlep, Knutte & Associates) Ms. Hezlep answered questions from the board members concerning the 2007 Audit. Several trustees wished clarification of the audit cover letter. Ms. Hezlep explained that it was a common practice to include a letter with wording similar to the library's when the financial reports are not handled by a CPA. She also explained that it was an acceptable practice for libraries to operate on a cash basis and to make adjustments once a year.  
The current financial report showed that expenditures were on track except for snow removal, which has been understandably high this year. Developer fees are down due to the stalled housing market, but interest income has been better than last year.
- VI. Librarian's Report: Schulten reported that the Battle of the Books would take place on April 2<sup>nd</sup> & 3<sup>rd</sup>. 160 students have signed up and the Friends have agreed to pay for the silk screening of the t-shirts. On April 8, 2008 the Crete-Monee Business Partners will meet in the Coffee Connection.
- VII. Public Comment: No public comment.
- VIII. Other Reports:
  - A. Friends of the Crete Public Library District: Amati reported that they seem to have enough volunteers for the upcoming book sale. They also decided to pay for the t-shirt silk screening for Battle of the Books and provide cupcakes during National Library Week.

- B. Crete Library Foundation: No meeting, but it was decided to sponsor a page in the Crete-Monee yearbook for \$50.00.

IX. Old Business:

- A. Sign Project: Prior to the meeting All Right Sign and Watchfire provided an outdoor sign for the trustees to view. On one side, there was a resolution of 25 pixels and on the other side the resolution was 19 pixels. Samples of messages and pictures in various fonts and sizes were presented in monochrome and multiple colors. Several trustees drove past the sign to determine which worked better for the location. Administrator Schulten added that village code requires plans & renderings must be submitted, which may affect placement & size. Motion by Tuttle to go out for bid on a 8'x 4' extruded aluminum monochromatic sign, 1 bid for 19 pixel resolution and 1 bid for 25 pixel resolution. Second by Amati. Motion passed unanimously.
- B. Building Maintenance Projects: V & L Plumbing installed the 50 gallon water heater and it seems to be working fine. JTP Lawn has submitted a proposal for lawn care this year. The price is slightly higher than last year due to fuel costs. Schulten recommended the lawn be aerated since it had been 6 years since it was last done. The repair of the humidifier ran into a problem when some of the plastic sensors were found to have disintegrated. The cost of new sensors is \$465.00. Motion by Warren to purchase new sensors, second by Tuttle. Motion passed unanimously.
- C. Long Range Planning (April 26, 2008): Gretel Stock-Kupperman from MLS will be the facilitator for the planning session. Information gathered from Day without Libraries and Reaching all Readers as well as other surveys and suggestions from staff, will be used to formulate goals.

X. New Business:

- A. Building & Maintenance Ordinance 08-01 (Draft): The ordinance covers the cost to maintain the building. Next month the ordinance will be voted on.
- B. Automation Report – Virtualization project: The McCann Group has proposed replacing the current patron PCs with thin client machines. The new thin client machines will be easier to reboot, and less susceptible to viruses or other problems. Replacing all library PCs can be done in stages or on a case by case basis.

- XI. Adjournment: Motion by Amati, second by Ruklic passed unanimously to adjourn at 8:55 p.m.

Respectfully submitted,  
Jacqueline S. Amati