

**CRETE PUBLIC LIBRARY BOARD OF TRUSTEES  
AGENDA**

**BOARD MEETING  
April 16, 2008  
7:30 P.M.**

1. Call to order
2. Minutes  
Minutes of Board Meeting March 19, 2008
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. Sign project
  - B. Building Maintenance Projects
  - C. Long Range Planning (April 26, 2008)
  - D. Building & Maintenance Ordinance 08-01
  - E. Virtualization project (McCann Group proposal)
10. New Business
  - A. 2008 PLA Conference
  - B. FY2007 Levy & FY2008/09 Budget process
  - C. Crete Memorial Day Parade
11. Adjournment

**CRETE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Minutes of April 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, Angellotti, Ruklic, Tuttle and Warren. Absent: Engel. Also in attendance: Administrator Schulten, Admin. Asst. Nelson.
- II. Minutes: Trustee Warren requested the following corrections: Under Financial Reports, line 5 change to “when the financial reports do not conform to generally accepted accounting principles.” Also change line 6 to read “ on a cash basis.” Omit “and to make adjustment once a year.” Motion to approve minutes of March 16, 2008 with corrections by Ruklic, second by Warren. Motion passed unanimously.
- III. Correspondence: Notification of Per Capita Grant monies received. Crete Library will host a trustee workshop in May. Invitation to LACONI annual trustee dinner May 16<sup>th</sup> in Oakbrook.
- IV. Bills for payment: An additional bill to be paid from Capital Projects, Draperies & Blinds by Donna in the amount of \$2349.50. Motion for all bills to be paid by Amati, second by Ruklic. Motion passed unanimously on voice vote.
- V. Financial Report: Trustee Warren reported that expenditures were on track and in some instances even a little low.
- VI. Librarian’s Report: Administrator Schulten gave an update on National Library Week. The results of the 5QQ’s surveys will aid in the long range planning next week. The laptops had been ordered but the inability to install an internal wireless card caused a cancellation of the order. Schulten will look into finding suitable laptops elsewhere. The “Understanding Islam” program was very popular. 66 people attended and the feedback was positive. Lastly Schulten and Amschl attended the Public Library Association in Minneapolis (5 days) for less than \$1500, the conference provided a wealth of information and ideas. These ideas will also be used during the long range planning session. Schulten expressed her thanks for having the opportunity to attend.
- VII. Public comment: No public comment.
- VIII. Other Reports:
  - A. Friends of the Crete Public Library District: The Spring book sale was a great success. The book sale brought in \$2100.00 and 33 new members. Trustee Amati said presorting the books by category worked well.
  - B. Crete Library Foundation: The foundation will meet again in May.

IX. Old Business:

- A. Sign project: After talking to All Right Signs, Schulten was told that the 25 pixel count sign was not available in monochrome. The price of a 4'x 8' 19 pixel count monochrome sign, installed is \$26,900. The 25 pixel count color sign would be \$29,900.
- B. Building Maintenance projects: All of the recent projects have been completed. The library has experienced some flooding in the maintenance room due to a backflow system pressure valve opening and staying open. Chicago Backflow will install a temporary pressure gauge to monitor the situation.
- C. Long range planning (April 26, 2008): After meeting with the facilitator, Schulten said the session will start at 9:00 a. m. and should last until 12:30. Lunch will be included.
- D. Building & Maintenance Ordinance 08-01: Motion to approve Building & Maintenance Ordinance 08-01 by Warren, second by Amati. Motion passed unanimously.
- E. Virtualization project (McCann Group proposal): Trustee Warren stated that after some research the price seemed to be in the ball park. Several trustees wanted to know if there would be any discount if the library replaced all the computers at once. Also if a discount was available, did the library have money in the budget to make the purchase?

X. New Business:

- A. 2008 PLA Conference: Ideas from the conference will be used in long range planning and beyond.
- B. FY2007 Levy & FY2008/09 Budget process: Schulten explained the process and said that rising fuel costs will be a factor with utility expenses. Also some of the line items may be reworked, which will aid in monitoring expenses. Some good news to note, the 2009 IMRF tentative rate has gone down almost 2%.
- C. Crete Memorial Day Parade: Trustee Angellotti offered a convertible to be used for the parade. The library will look into having some volunteers walk along side and hand out candy or bookmarks.

XI. Adjournment: Motion by Ruklic, second by Warren passed unanimously to adjourn at 8:31 p.m.

Respectfully submitted,  
Jacqueline S. Amati