

**CRETE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA**

**BUDGET & APPROPRIATIONS HEARING
7:30 P.M.**

**BOARD MEETING
August 20, 2008**

1. Call to order
2. Minutes
Minutes of Board Meeting July 16, 2008
3. Correspondence
4. Bills for payment
5. Financial Report
6. Librarian's Report
7. Public Comment
8. Community Outreach
9. Other reports
 - A. Friends of the Crete Public Library
 - B. Crete Library Foundation
10. Old Business
 - A. FY2008/09 Budget & Appropriation Ordinance 08-02.
 - B. Sign project
 - C. Administrator review
 - D. FY2007-08 Illinois Public Library Annual Report (IPLAR)
 - E. Automation upgrade (thin clients)
11. New Business
 - A. Board Vacancy
 - B. FY2009 Per Capita Grant review
Illinois Library Laws Act 120 "*Open Meetings Act*" (p.57) and Act 140
"Freedom of Information Act" (p.61)
 - C. MyMediaMall
12. Adjournment

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

- I. Call to order: Meeting called to order by President Kelly at 7:36 p.m. Those in attendance: President Kelly, Board members Amati, Engel, Tuttle and Warren. Also in attendance Administrator Schulten, Admin. Asst. Nelson and Head of Adult Services Amschl. New item to add to agenda: Presentation by Integrity Sign Company. Out of consideration for their time, the presentation was moved to the beginning of the meeting.

Keith Hlad and John Genduso from Integrity Sign presented a rendering of the proposed sign but stated that the design could be changed. They also said that the pixel count would be 17mm, not the lesser quality 19mm that was requested. Fabrication & installation could be finished in approximately 4-5 weeks.
- II. Minutes of regular meeting of July 16, 2008: Motion to approve by Tuttle, second by Engel. Motion passed unanimously.
- III. Correspondence: Letter from Village of Crete announcing a public hearing concerning Crete downtown & Balmoral Park station area planning. A thank you from some patrons for the free coffee and biscotti. Thank you from employee Becker for the opportunity to attend *Esperanza Rising*.
- IV. Bills for payment: Motion by Warren, second by Amati to approve all bills. Motion passed unanimously on voice vote.
- V. Financial report: Trustee Warren reported that this is the first month of the new fiscal year and everything is on target.
- VI. Librarian's report: Administrator Schulten reported that the first of two Teacher Appreciation Days was not a success. Only two teachers attended, the hope is to get more attendees for the second open house on August 22nd. On the positive side, circulation figures and program attendance have been way up.
- VII. Public comment: No public comment.
- VIII. Community outreach: President Kelly attended the Village of Crete and Crete Township meetings, and mentioned the increased circulation and the Teacher Appreciation Day. As a result, one of the teachers that attended said that they heard about it at the meeting. Even though major results will take time, the local groups are getting use to the attendance by a library representative.
- IX. Other reports:
 - A. Friends of the Crete Public Library: The Friends will meet next week and will send out reminders since they have not met in a while.

- B. Crete Library Foundation: 6 artists have picked up a kit for the “Every Picture Tells a Story “ fundraising project. The art department at Crete Monee High School will be contacted and students will be encouraged to submit an entry.
- X. Old Business:
- A. FY2008/09 Budget & Appropriation Ordinance 08-02: Motion to accept FY2008/09 Budget & Appropriation Ordinance 08-02 by Warren, second by Amati. Motion passed unanimously on voice vote.
 - B. Sign project: The two bids were discussed and several questions were raised. It was decided that a list of questions would be sent to Administrator Schulten, who would then forward them to the two bidders.
 - C. Administrator review: The board reviewed the new procedure submitted by Trustee Tuttle. The group discussed some of the wording, the need to add facility management to the Director’s job description and whether Board Education should be a stated administrator duty. Administrator Schulten will ask consultant Ms. Kepner for her input.
 - D. FY2007-08 Illinois Public Library Annual Report (IPLAR): Motion to approve FY2007-08 Illinois Public Library Annual Report by Warren, second by Amati. Motion passed unanimously.
 - E. Automation upgrade (thin clients): During a previous discussion the question came up if the upgrade should be done all at once or in phases. Since there is no price break if the computers are ordered all at once, then the best option is to proceed in phases. The first phase would be the most expensive since a new server is also needed. Motion to start phase 1 of the automation upgrade by Engel, second by Warren. Motion passed unanimously.
- XI. New Business:
- A. Board Vacancy: Trustee Angellotti has tendered her resignation. Motion to accept resignation by Amati, second by Engel. Motion passed unanimously. The vacancy will be posted in the library, newsletter and newspaper. Candidates will need to send a letter of interest to the library by September 12, 2008. The appointed candidate will need to run for a two year term next spring.
 - B. FY Per Capita Grant review Illinois Library Laws Act 120 “*Open Meetings Act*” (p.57) and Act 140 “*Freedom of Information Act*” (p. 61): Due to time constraints, discussion was tabled until the next meeting.
 - C. MyMediaMall: The new 24/7 downloadable library is now available. Adult Services is working on a pamphlet to introduce this new collection and it will be formally announced in the library newsletter. Training will be available as needed.
- XII. Adjournment: Motion by Warren, second by Tuttle passed unanimously to adjourn at 8:55 p.m.

Respectfully submitted,
Jacqueline S. Amati, Secretary

**Crete Public Library District Board of Trustees
Budget and Appropriation Hearing
August 20, 2008**

The Budget and Appropriations Hearing called to order at 7:31 p.m. by President Kelly.

In attendance were Trustees, Amati, Engel, Kelly, Tuttle and Warren. Also in attendance: Administrator Schulden, Admin. Asst. Nelson, and Head of Adult Services Tiffany Amschl.

Ordinance No. 08-02 providing for the Budget and Appropriation of the Crete Public Library District, Will County, Illinois in the amount of \$1,816,700.00 for the fiscal year beginning July 1, 2008 and ending June 30, 2009 was presented.

No public attendance or comment.

The hearing adjourned at 7:36 p.m.

Respectfully submitted,
Jacqueline S. Amati, Secretary