

**CRETE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA**

**BOARD MEETING
September 17, 2008**

1. Call to order
2. Minutes
 - Minutes of Budget & Appropriation Hearing of August 20, 2008
 - Minutes of Board Meeting August 20, 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. Sign project
 - B. Board of Trustees Vacancy
 - C. Administrator Review
 - D. FY2009 Per Capita Grant
 - Review of Illinois Library Laws Act 120 "*Open Meetings Act*", Act 140 "*Freedom of Information Act*" and Act 430 "*State Officials and Employees Ethics Act*"
11. New Business
 - A. Fall Family Fun Fest
 - Early closing request – Saturday, October 4th @ 3:00 p.m.
 - B. FY2008-9 Goals & Objectives – 1st Quarter Progress Report
12. Adjournment

**CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Minutes September 17, 2008**

- I. Call to order: Meeting called to order by President Kelly at 7:32 p.m. Those in attendance: President Kelly, board members, Amati, Engel, Ruklic, Tuttle & Warren. Also in attendance: Administrator Schulten, Admim. Asst. Nelson and Head of Adult Services Amschl.
- II. Minutes:
 - A. Minutes of Budget & Appropriation Hearing August 20, 2008: Motion to approve by Engel, second by Amati. Motion passed unanimously.
 - B. Minutes of Board Meeting August 20, 2008: Motion to approve minutes of regular meeting by Tuttle, second by Engel. Motion passed unanimously.
- III. Correspondence: Brigitte Calgaro & daughter sent Thank You for the opportunity to attend the *Esparanza Rising* program. Letter from the State Treasurer concerning the Illinois Funds accounts explains that there would no longer be a distinction between regular accounts and prime fund accounts. Invitation to the Kohl's grand opening October 1st at 7:00 a.m. Notice from Metropolitan Library System that Marian Engel has been nominated for the MLS Trustee of the Year. Trustee Engel has since been informed that she has won and will be honored at the MLS meeting on October 8, 2008.
- IV. Bills for payment: Motion by Ruklic, second by Amati to approve all bills. Motion passed unanimously on voice vote.
- V. Financial report: Trustee Warren reported that everything was on target.
- VI. Librarian's report: Administrator Schulten attended a workshop on the trustee election process. There will be 4 - four year positions and 1- two year position open in the election next spring. Trustees Amati, Engel, Ruklic, Tuttle and the new Trustee will be up for re-election. Election packets will be available on October 28, 2008.
- VII. Public Comment: No public comment.
- VIII. Community Outreach: Trustee Ruklic attended the Crete Township meeting. He mentioned My Media Mall and the upcoming book sale. He learned that Village Woods is building a new supported living facility. Trustee Tuttle attended the Village board meeting. She also mentioned My Media Mall and the book sale. She learned that the recommended location for the proposed train station is on Cass St. One of the village trustees stated after the meeting that it was nice that the library is keeping its referendum promises. Trustees Amati & Engel attended the school board meeting. They passed out My Media Mall pamphlets and had requests for more, for the teachers.

IX. Other Reports:

- A. Friends of the Crete Public Library: The Friends will meet September 23rd and new officers will be elected. The Fall Book Sale is November 1st and volunteers are needed. Volunteers are also needed for voter registration drives and making baked goods for the Fall Family Fun Fest.
- B. Crete Library Foundation: The Foundation is giving \$250.00 towards the Fall Family Fun Fest food and \$250 for supplies to build a new trebuchet. Artists are still coming in to pick up book kits. The decorated books will be auctioned off in November.

X. Old Business:

- A. Sign Project: After some discussion the board decided to award the sign project to All Right Sign. Motion by Engel to accept the proposed sign bid as is, second by Warren. Motion passed unanimously on voice vote. Trustee Ruklic will act as the library coordinator for the project. Trustees Engel and Amati will approach the library's neighbor requesting removal of the lilac bushes that obstruct the view of the library sign.
- B. Board of Trustees Vacancy: Four candidates have submitted letters of intent to the library board. President Kelly and 2 other trustees will meet with 3 of the candidates September 20th and the last candidate on September 27th. Suggested questions were handed out for the trustees to use.
- C. Administrator Review: The revised review was discussed and approved. Motion to accept the revised administrator review by Amati, second by Warren. Motion passed unanimously.
- D. FY2009 Per Capita Grant Review of Illinois Library Laws Act 120 "Open Meetings Act" (ILL p.57), Act 140 "Freedom of Information Act" (ILL p.61), and Act 430 "State Officials and Employees Ethics Act" (in packet): The three library law acts were discussed by the trustees at the meeting. Completed Per Capita Grant was handed out and approved. Motion to accept Per Capita Grant by Warren, second by Ruklic. Motion passed unanimously.

XI. New Business:

- A. Fall Family Fun Fest: Plans are underway for the Fest on October 4th. The library will need to close at 3:00 p.m. in order to set up for the program and games. Motion to close at 3:00 p.m. on October 4, 2008 by Tuttle, second by Amati. Motion passed unanimously.
- B. FY2008-09 Goals & Objectives – 1st Quarter Progress Report: The Goals & Objectives committee met and compiled a report on the progress. The report will be discussed at the next board meeting.
- C. Tree Removal: Several trees behind the library are partially blocking the private drive. Since the trees belong to the library, the Village determined that the tree trimming is the library's responsibility. Motion by Tuttle, second by Engel to have Administrator Schulten obtain prices for tree trimming. Motion passed unanimously.

XII. Adjournment: Motion by Ruklic, second by Warren passed unanimously to adjourn at 8:35 p.m.

Respectfully submitted,
Jacqueline S. Amati, Secretary