

**CRETE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA**

**BOARD MEETING
October 15, 2008**

1. Call to order
2. Minutes
Minutes of Board Meeting September 17, 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 Vacancies
 - C. Building & Maintenance update
 - D. FY2008-9 Goals & Objectives – 1st Quarter Progress Report
11. New Business
 - A. FY2008 Levy
 - B. Zone 8&9 In-Service – December 12, 2008 – request for closing
12. Adjournment

**CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Minutes October 15, 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, and Tuttle. Also in attendance, Administrator Schulten, Admin. Asst. Nelson and Head of Adult Services Amschl.
- II. Minutes: Motion to approve minutes of September 17, 2008 board meeting by Ruklic, second by Tuttle. Motion passed unanimously.
- III. Correspondence: Invitation from M. Moore to attend a Trustee & Directors meeting at Matteson Public Library October 24th 6:00 p.m. Notice of property tax objection by Capital Realty. Resignation letter from Trustee Engel effective October 15, 2008.
- IV. Bills for payment: Two additional bills for payment, \$906.32 to K-Log for laptop cart and \$21032.50 to Hipkind Technology Solutions Group for thin client project, both to be paid from Capital Projects Accounts. Motion to approve all bills by Ruklic, second by Amati. Motion passed unanimously on voice vote.
- V. Financial Report: Administrator Schulten reported that with one quarter of the fiscal year over most everything is on track. Developer fees continue to be down and electric is high but the electricity usage should be much lower during the upcoming months.
- VI. Librarian's Report: Schulten reported on the ILA conference that she and several employees attended. She noted that one of the workshops stressed the importance of trustee involvement in the community, something our trustees already do. Schulten also expressed thanks to trustees Amati and Tuttle for help at the Fall Family Fun Fest and trustee Tuttle on attending the Kohl's grand opening.
- VII. Public Comment: No public comment.
- VIII. Community Outreach: Trustee Ruklic attended the Township meeting, he mentioned the 153 voters that were registered at the library recently. Trustee Warren was unable to attend the Crete Village board meeting. The schedule for January – March will be set up next month.
- IX. Other Reports:
 - A. Friends of the Crete Public Library: Trustee Amati reported that new board members were elected. Plans are underway for the Fall Book Sale on November 1st. During a recap of the Fall Family Fun Fest, suggestions were made to relocate the food area to alleviate traffic into & out of the Library. Also they will try to change at least one new game or activity each year.
 - B. Crete Library Foundation: So far 10 decorated books have been returned. A booklet will be available showing each entry and will be on the website as well as in the Library. A starting bid of \$25.00 will be asked for each book.

X. Old Business:

- A. Sign Project: The lilac bushes will be removed and some low growing shrubs will be planted. Bricks for the sign will need to be picked out and the size of the footings will need to be discussed.
- B. Board of Trustees Vacancies: Three candidates were interviewed for the two board vacancies. Motion by Amati, second by Tuttle to appoint Karen Daugherty, and Cindy Wagner to the vacant positions. Motion passed unanimously on voice vote.
- C. Building & Maintenance update: Arctic Engineering has made 4 proposals for various repairs on the HVAC system. Motion by Tuttle, second by Amati to accept all proposals. Motion passed unanimously. The water softener still needs to be replaced. Rainsoft has not determined whether we can use a smaller tank, and also if we need just a tank or a whole new system. They will get back to us soon. Two companies have looked at the trees that need to be removed. When all the estimates are in, a decision can be made. JTP should be able to handle the lilac bush and the planting of some shrubs in the adjacent lot.
- D. FY2008/09 Goals & Objectives – 1st Quarter Progress Report: While there has been some progress made, there is still some work to be done. More community groups need to be identified and reached. One way is to use the list of library meeting room users. Administrator Schulten stressed the fact that this can be done gradually since this is a multi-year plan. Also as part of the Goals & Objectives, Department Head Amschl will give a brief report next month on her department and will discuss any challenges or needs that she is facing.

XI. New Business:

- A. FY2008 Levy: Financial consultant Rachlin advised that the 1st levy draft was too conservative and that it would be better to raise the levy amount, but we should be careful to avoid triggering the tax cap in the various funds. One way is to put a large sum into the IMRF fund which is not subject to the cap. Also due to the current economy the library is expecting IMRF rates to increase substantially in the coming years and this would insure a source of funds that can be used. Rachlin will review the changes and the levy hearing will be held at the November meeting.
- B. Zone 8&9 In-Service – December 12, 2008 – request for closing: The morning will be spent with the libraries of the two zones and then the afternoon will be held at the library with the Crete staff. The library will host a trustee and staff holiday party in the evening with a meal to be catered. Motion by Tuttle, second by Ruklic to close on December 12, 2008. Motion passed unanimously.

- XII. Adjournment: Motion by Amati, second by Ruklic to adjourn at 8:43 p.m. Motion passed unanimously.

Respectfully submitted,
Jacqueline S. Amati, Secretary