

**CRETE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA**

**BOARD MEETING
January 21, 2009**

1. Call to order
2. Minutes
 - No December meeting
3. Correspondence
4. Bills for payment
5. Financial Report
6. Librarian's Report
 - Technology Report – Benny McCann, The McCann Group
 - Department Report – Gail Scott, Head of Children's Services
7. Public Comment
8. Community Outreach
9. Other reports
 - A. Friends of the Crete Public Library
 - B. Crete Library Foundation
10. Old Business
 - A. Building & Maintenance update
 - B. Public Library Trustee Elections – April 7, 2009
 - C. Lincoln Initiative
 - D. Administrator review – job description update
11. New Business
 - A. Resolution 09-01 Abolishment of Special Technology Fund
 - B. Resolution 09-02 Addition of new trustees on bank cards
 - C. FY2008-9 Goals & Objectives – 2nd Quarter Progress Report
12. Adjournment

**CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Minutes of January 21, 2009**

- I. Call to order: Meeting called to order by President Kelly at 7:30 p.m. Those in attendance: President Kelly, board members Amati, Daugherty, Tuttle, Wagner and Warren. Also in attendance: Administrator Schulten, Admin. Asst. Nelson, Head of Adult Services Amschl, Head of Children's Services Scott, and Benny McCann, The McCann Group. Trustee Ruklic arrived at 7:50 p.m.
- II. Minutes: Minutes of November 19, 2009 were approved in December by telephone vote.
- III. Correspondence: An invitation to attend the Legislator's Breakfast at Metropolitan Library System on February 16th. Thank you cards from the staff for the Holiday party and gift cards. Also thank you cards from the Trustees at Matteson library for attending the trustee night, thank you from the Crete Pantry for the food for fines donations and a thank you card from Phyllis Monks for selling the *Crete Remembered* books at the library.
- IV. Bills for Payment: Motion to approve all bills by Amati, second by Tuttle. Motion passed unanimously on voice vote.
- V. Financial Report: Trustee Warren reported that we have spent 46% of the budget at this time. The audit is finished and Sarah Hezlep from Knutte & Assoc. said that Knutte & Assoc. have instituted an extra charge for auditors to attend the board meetings. She said that if she could participate in a phone conference at the next Board meeting.
- VI. Librarian's Report: Technology report – Benny McCann, The McCann Group. Mr. McCann reviewed the progress on the thin client project. He also explained the need for the reservation system upgrade. Department report – Gail Scott, Head of Children's Services. Ms. Scott handed out scrapbooks containing pictures and samples of projects that were done throughout the year. She also explained in addition to the many programs, that they visit classrooms and help children and adults find the right material for homework assignments or just for fun.
- VII. Public comment: No public comment.
- VIII. Community outreach: Trustee Ruklic attended the Park District meeting and listened to a presentation for a proposed nature park. Trustee Wagner handed out information about the various Lincoln displays at the library at the school board meeting. The Village board meeting was attended by Trustee Warren and he learned more about the situation with Gas City. Trustee Amati attended the Township meeting and mentioned the genealogy group and the Lincoln displays.
- IX. Other Reports:
 - A. Friends of the Crete Public Library: The friends group will meet next week.
 - B. Crete Library Foundation: The next Foundation meeting will be in April.

- X. Old Business:
- A. Building & Maintenance update: The humidifier now needs an independent control mechanism to operate. Motion by Tuttle to accept Arctic humidifier proposal, second by Ruklic. Motion passed unanimously on voice vote.
 - B. Public Library Trustee Elections – April 7, 2009: All five of the incumbents have turned in their petitions for the upcoming elections.
 - C. Lincoln Initiative: The *Civil War in 4 Minutes* has been playing by the display case for the patrons. The Lincoln-Douglas mural has moved on to the next library. Next month the display case will feature artifacts and information on slavery during the civil war.
 - D. Administrator review – job description update: Motion by Tuttle to accept revised administrator review, second by Warren. Motion passed unanimously.
- XI. New Business:
- A. Resolution 09-01 Abolishment of Special Technology Fund: Since the purpose of the Fund has been fulfilled and the bank is charging a \$10.00 service fee each month, the fund should be closed and the balance of \$71.82 will be deposited into the general account. Motion by Ruklic to abolish the Special Technology Fund, second by Amati. Motion passed unanimously on voice vote.
 - B. Resolution 09-02 Addition of new trustees on bank cards: After further discussion the board decided not to pursue the bank account requirements. Two current signers will go to the bank for signature cards in order to add the new trustees.
 - C. FY2008-09 Goals & Objectives – 2nd Quarter Progress Report: This item was tabled due to time constraints.
 - D. Staff changes: Children’s shelver Tim Zajeski will be leaving for the Air Force next month. There will be a farewell party at the library on Feb 11th at 4:00 p.m. Teresa Piattoni has accepted a full time job and will leave at the end of the month. Peggy Keating-Bolm has agreed to new position at the library as PR and Green Project Coordinator.
 - E. AARP Tax assistance: AARP has informed the library that due to high mileage rates they would not be sending a volunteer to the library to help seniors and the disabled with their taxes. Motion by Tuttle, second by Daugherty to contact AARP and offer to supplement the volunteer costs. Motion passed unanimously. The administrator will contact AARP with the offer.
- XII. Adjournment: Motion by Wagner, second by Warren passed unanimously to adjourn at 9:02 p.m.

Respectfully submitted,
Jacqueline S. Amati, Secretary