

**CRETE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA**

**AUDIT REVIEW
7:00 P.M.**

**BOARD MEETING
February 18, 2009
7:30 P.M.**

1. Call to order
2. Minutes
 - No December meeting
3. Correspondence
4. Bills for payment
5. Financial Report
6. Librarian's Report
 - Department Report – Deb Meder, Head of Circulation Services
 - MLS Out-of-sate ILL service
7. Public Comment
8. Community Outreach
9. Other reports
 - A. Friends of the Crete Public Library
 - B. Crete Library Foundation
10. Old Business
 - A. Audit Review
 - B. PCReservation & Print System Proposal
11. New Business
 - A. IMRF (information report)
 - B. Phone System Upgrade (information report)
 - C. Monthly Financial Report format
 - D. Administrator review
12. Adjournment

**CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Minutes of February 18, 2009**

- I. Call to order: Meeting called to order by President Kelly at 7:30 p.m. Those in attendance: President Kelly, board members Daugherty, Ruklic, Tuttle, Wagner, and Warren. Also in attendance: Administrator Schulten, Admin. Asst. Nelson, Head of Adult Services Amschl, and Head of Circulation Meder. One item to add to agenda under old business, Goals & Objectives tabled from the January meeting.
- II. Minutes: Motion to approve minutes of January 21, 2009 by Ruklic, second by Warren. Motion passed unanimously.
- III. Correspondence: Invitation to the No Fools Feast from the Crete Women's Club. The Crete Mainstreet Association mixer is next Tuesday, and the School District is having a Wine & Cheese Party March 14th. The library received a \$500 donation from Kohl's and patron Jean Lucas was recognized for donations of books in honor of Dental Health Month. Crete-Monee Middle School is selling ads in their yearbook. The Friends or Foundation may choose to purchase an advertisement.
- IV. Bills for payment: Motion to approve all bills by Ruklic, second by Wagner. Motion passed unanimously on voice vote.
- V. Financial Report: Trustee Warren stated that this time of year the budget should be approximately 60% and that the library is a little under budget at 57%.
- VI. Librarian's Report: Administrator Schulten reported that the YA Game Day Tournament was well attended with 25 participants. The Children's Department has hired two part-time employees to handle the shelving. Schulten and Amschl visited with Tim Piepenbrink to look over his father's local history collection. They are looking into the possibilities of applying for an LSTA grant to convert some of the archives to digital medium. Metropolitan Library System will no longer act as the clearing house for out-of-state ILLs. From now on each library will send ILLs directly to the out-of-state library themselves. Head of Circulation Meder handed out a pamphlet highlighting the duties of the Circulation Department. She also included statistics on the volume of library items, and patrons that are handled during an average day. Her wish list included making the circulation desk more handicapped accessible, and having a plasma screen to list general information and meeting locations.
- VII. Public Comment: no public comment.
- VIII. Community Outreach: Trustee Ruklic attended the end of the Park District meeting. At the Township meeting, improvements to various roads were discussed. President Kelly learned at the Crete Village meeting some businesses wish to extend their TIFs for another 12 years. The new village website has a link

to the library's website. The community meeting schedules for March & April were reviewed.

IX. Other Reports:

- A. Friends of the Crete Public Library: The friends will meet next Tuesday. The spring book sale is planned for March 28th. A newsletter and membership drive has been sent out to the public.
- B. Crete Library Foundation: The Foundation will meet in April.

X. Old Business:

- A. Audit Review: Motion to accept audit by Warren, second by Tuttle. Motion passed unanimously.
- B. PCReservation & Print System Proposal: Motion by Ruklic to accept 24 month lease with annual maintenance proposal, second by Daugherty. Motion passed unanimously on voice vote.
- C. FY2008-09 Goals & Objectives-2nd quarter progress report: This was tabled from last month. The goals are on track and a suggestion was made to share the progress report with the department heads.

XI. New Business:

- A. IMRF (information report): Administrator Schulten attended a meeting to review future IMRF rates. Since interest rates are very low the projected employer rates are expected to be much higher in the coming years. IMRF will try to spread the cost the higher rates over several years. The tentative 2010 rate will be sent out in April.
- B. Phone System Upgrade (information report): Administrator Schulten discussed the pros & cons of the standard phone system versus a VoIP system. The standard system would be basically an upgrade of our current system, while the VoIP would utilize the Internet.
- C. Monthly Financial Report format: The trustees reviewed the sample financial reports and suggested adding a variance column.
- D. Administrator review: The trustees formed a review committee consisting of Amati, Kelly, and Ruklic. The committee will oversee the review process. The completed evaluations must be submitted by March 30th and will be discussed at April meeting.

XII. Adjournment: Motion by Ruklic, second by Warren passed unanimously to adjourn at 8:51p.m.

Respectfully submitted,
Jacqueline S. Amati, Secretary