

**CRETE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA**

SPECIAL MEETING

April 15, 2009

6:30 P.M.

To review agenda items

BOARD MEETING

April 15, 2009

7:30 P.M.

1. Call to order
2. Minutes
Minutes of March 18, 2009
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. TIF extension request – Village of Crete
 - B. Building & Maintenance Levy Ordinance 09-01
 - C. Resolution to Apply Surplus Balances (Resolution 09-01)
 - D. Administrator Evaluation
11. New Business
 - A. FY2008 Levy Update
 - B. FY2009/10 Budget process
12. Adjournment

**CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Minutes of April 15, 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, Ruklic, Tuttle, Wagner and Warren. Also in attendance: Administrator, Schulten, Admin. Asst. Nelson, Head of Adult Services, Amschl, James Fessler, Klein, Thorpe, & Jenkins, and Mayor Mike Einhorn, Village of Crete. Additional new business: Young Adult area proposed changes, In-house accounting. In consideration of Mayor Einhorn's time, the TIF extension request-Village of Crete will be addressed first on the agenda.
- II. TIF extension request-Village of Crete: Vice President Tuttle explained to Mayor Einhorn that the Board was not in a position at this time to make a decision approving the extension of the TIFs. The library needs more information regarding the TIFs, specifically several annual reports, information on the Joint Review Board meetings, and all financial statements before any decision could be reached.
- III. Minutes: Motion to approve minutes of March 18, 2009 by Warren, second by Wagner. Motion passed unanimously.
- IV. Correspondence: Letter from Will County Clerk stating that they have not received all the Statement of Economic Interest letters from the board members. Zones 8 & 9 will hold their annual Trustee Workshop June 27, 2009 at Glenwood-Lynwood Library.
- V. Bills for payment: One additional bill to General Casualty in the amount of \$6260.00 for the Workmens Comp and Public Liability policies. Motion to approve all bills by Ruklic, second by Amati. Motion passed unanimously on voice vote.
- VI. Financial report: Trustee Warren stated that expenditures are currently 5% below budget amounts
- VII. Librarian's report: Administrator Schulten is looking into replacing 1 of the T1 lines with Comcast internet. The cost would be lower and the bandwidth higher. Trustee Warren expressed concern that the bandwidth might diminish over time. Schulten will ask other libraries that have switched for more information.
- VIII. Public Comment: No public comment.
- IX. Community outreach: Trustee Amati reported that the Park District meeting was cancelled. President Kelly attended the Township meeting and mentioned the upcoming senior day. A township representative came to the library the next day to pick up more information.
- X. Other reports:
 - A. Friends of the Crete Public Library: The friends had another successful book sale. They will provide cupcakes for patrons and snacks for employees during National Library Week.
 - B. Crete Library Foundation: The foundation will meet next month.

XI. Old Business:

- A. TIF extension request-Village of Crete - The Trustees received a draft letter written by the library's attorney to the Village of Crete concerning the TIF extension request. Any suggested changes to the letter are due to Administrator Schulten by the end of next week. Motion by Ruklic to send the letter concerning the TIF extension with any approved changes to the Village of Crete. Second by Warren. Motion passed unanimously. Motion by Ruklic to table the TIF extension request pending the Village's review of the letter. Second by Amati. Motion passed unanimously.
- B. Building & Maintenance Levy Ordinance 09-01: Motion to approve & publish Building & Maintenance Levy Ordinance 09-01 by Amati, second by Warren. Motion passed unanimously on voice vote.
- C. Resolution to apply surplus Balance (Resolution 09-01): Motion to pass resolution by Tuttle, second by Warren. Motion passed unanimously on voice vote.
- D. Administrator evaluation: The evaluation will be presented to the Administrator next month.

XII. New Business:

- A. FY2008 Levy Update: Administrator Schulten reviewed the levy figures and explained that last year's guesstimates came in very close to what will be received.
- B. FY2009/10 Budget process: The Board reviewed a draft of the Estimate of Revenues for FY2009/10. Schulten will bring a proposal for FY2009/10 Expenditures to the May meeting.
- C. Young Adult area proposed changes: After attending a workshop and a review of the Young Adult area by a consultant, Reference Librarian Andros presented some changes that teens will find more inviting. The changes would be cosmetic, with new paint, carpeting & furniture. Some other changes would be to increase floor space, YA collection, and computers for internet & games.
- D. In-house accounting: The switch to in-house accounting will enable the library to have more control over the reports that are generated, as well as the convenience of printing checks at the library. Another benefit will be the reduction of paperwork each month.
- E. Administrator evaluation: Motion by Ruklic, second by Warren to go into closed session at 8:33 p.m. for the purpose of discussing the Administrator's annual evaluation. Motion passed unanimously. The board returned to regular session at 8:56 p.m.

XIII. Adjournment: Motion by Amati, second by Wagner passed unanimously to adjourn at 8:57 p.m.

Respectfully submitted,
Jacqueline S. Amati, Secretary