

**CRETE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA**

BOARD MEETING

July 15, 2009

7:00 P.M.

1. Call to order
2. Minutes
Minutes of Regular Meeting June 17, 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
12. Old Business
 - A. Per Capita Grant: Review of Sections #700 Reference Service & #800 Material Selection
 - B. Annual floating holiday
 - C.
13. New Business
 - A. Minutes of Closed Session FY2008/09.
 - B. Per Capita Grant: Building Maintenance Plan
 - C. Per Capita Grant: Review of Administrative Ready Reference – Library Financial Policy
 - D. FY2008/09 Illinois Public Library Annual Report (IPLAR) and appointment of Secretary's Audit Committee
 - E. Long Range Plan 3rd & 4th Quarterly Report (combined)
14. Adjournment

**CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Minutes of July 16, 2008**

- I. Call to order: Meeting called to order by President Kelly at 7:33 p.m. Those in attendance: President Kelly, board members, Amati, Engel, Ruklic, Tuttle and Warren. Also in attendance: Administrator Schulten, Admin. Asst. Nelson, and Head of Adult Services Amschl.
- II. Motion to approve minutes of June 18, 2008 by Warren, second by Amati. Motion approved unanimously. Motion to approve minutes of June 18, 2008 closed session by Ruklic, second by Engel. Motion approved unanimously.
- III. Correspondence: Email greetings from former trustee Borgia. Thank you card from employee James for flowers.
- IV. Bills for payment: IBM bill for laptops to be paid from Capital Projects Fund. Motion to approve all bills by Amati, second by Engel. Motion passed unanimously on voice vote.
- V. Financial report: Trustee Warren reported that the end of the fiscal year showed a \$35,000 overage. Also the items that had exceeded budgeted amounts were mostly ones that directly benefited the public.
- VI. Librarian's report: Administrator Schulten reported that the library's new web site was officially live and was working well. The summer reading programs are both doing great. Many children & adults have signed up and have been returning for programs and to check in their reading lists. She also said that the library will be hosting 2 traveling displays in the coming months. Picturing America will have reproductions of artwork and sculpture for the library to show. The other display will feature information and items from the Lincoln-Douglas debate. Lastly, Administrator Schulten will be the MLS representative for Zone 8 and will meet once a month with the director of Metropolitan Library System.
- VII. Public comment: no public comment.
- VIII. Community outreach: President Kelly attended the Township meeting. The calendar of upcoming meetings was reviewed and trustees signed up for various meetings.
- IX. Other reports:
 - A. Friends of the Crete Public Library: The friends group did not meet.
 - B. Crete Library Foundation: Although the foundation did not meet, plans are underway for local artists to decorate book boxes, which will be auctioned off in November. Proceeds will be used to purchase materials to be used with the Picturing America display.

X. Old business:

- A. Sign project: The sign proposal is ready for publication, except for the deadline date. Motion by Amati to have the bid deadline as August 18, 2008 at 5:00 p.m., second by Tuttle. Motion passed unanimously.
- B. Landscape proposals: Motion by Ruklic, second by Warren to accept proposal by JTP Lawn, Inc. to trim and mulch trail behind library. Motion passed unanimously. Second proposal will be tabled at this time.
- C. Administrator review: The current review process is outdated and needs to be changed. Trustee Tuttle will do some research on other formats. The new evaluation tool should incorporate the administrator's job description and the new goals & objectives from the recent long range planning as guidelines.

XI. New business:

- A. FY2007-08 Illinois Public Library Annual Report (IPLAR)
Appointment of Secretary's Audit Committee: President Kelly and Trustee Ruklic will serve on the committee this year.
- B. FY2009 Per Capita Grant *Serving Our Public* "Facilities-Implications of Technology on Designing/Remodeling a Building": The trustees discussed the information.
- C. Closed session (if needed) for the review of closed session minutes June 2007-08: Motion by Warren, second by Amati to have the June 2007-08 closed session minutes remain closed.

XII. Adjournment: Motion by Ruklic, second by Warren passed unanimously to adjourn at 8:40 p.m.

Respectfully submitted,
Jacqueline S. Amati