

**CRETE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA**

**January 20, 2010
7:00 P.M.**

BOARD MEETING

1. Call to order
2. Minutes
 - Minutes of the Levy hearing November 18, 2009
 - Minutes of Regular Meeting November 18, 2009
3. Correspondence
4. Bills for payment
5. Financial Report
 - FY2008/09 Audit Review
6. Librarian's Report
 - Children's Services Department report – C.S. Head Gail Scott
7. Public Comment
8. Community Outreach
9. Other reports
 - A. Friends of the Crete Public Library
 - B. Crete Library Foundation
12. Old Business
 - A. Building & Maintenance update
13. New Business
 - A. FY2009/10 Goals & Objectives - 2nd Quarter Progress Report
 - B. Appointments of FOIA Officers
 - C. Metropolitan Library System update
14. Adjournment

**CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Minutes of January 20, 2010**

- I. Call to order: Meeting called to order by President Kelly at 7:03 p.m. Those in attendance: President Kelly, board members Amati, Daugherty, Ruklic, Tuttle & Warren. Also in attendance: Administrator Schulten, Admin. Asst. Nelson, Village of Crete Trustee Wiater. Added to agenda under Old Business, TIF update.
- II. Minutes: Motion to approve minutes of levy hearing November 18, 2009 by Daugherty, second by Tuttle. Motion passed unanimously. Motion to approve minutes of regular meeting November 18, 2009 by Ruklic, second by Amati. Motion passed unanimously.
- III. Correspondence: Various thank you cards from staff for holiday party and gift. Monday February 15th there will be a Legislator's breakfast at Metropolitan Library System. Thank you from Will Co. Historical for donated items. Notice of upcoming Trustee/Library Director forum. Thirteen area libraries are participating in employment job fairs. The job fair at Crete Library will be held April 27th.
- IV. Bills for payment: One additional bill for payment, Norman Electric \$1209.00 to replace high standing light bulbs and clean fixtures. Motion to approve all bills by Ruklic, second by Warren. Motion passed unanimously on voice vote.
- V. Financial report: FY2008/2009 Audit Review. Ms. Hezlep from Knutte & Assoc. reviewed the pertinent information of the audit via conference call. The library is in sound financial shape and will continue to be fiscally responsible.
- VI. Librarian's report: Children's Services Department report – C.S. Head Gail Scott. Ms. Scott reported that the past year had record participation for nearly every program. Attendance has continued to be higher than normal. Ms. Scott also presented a proposal for new shelving for the picture and board books. The new shelving would feature a "face-out" design, which would showcase the eye catching book covers and make the books easier to locate. Libraries that have the shelving have reported increased circulation and positive feedback from both staff and patrons.
- VII. Public comment: No public comment.
- VIII. Public outreach: Trustee Ruklic attended the Township meeting and reported the need for volunteers for meals on wheels. Trustee Warren went to the School Board meeting and learned about the layoffs of some coaching staff members. Some members may be rehired on an as needed basis.
- IX. Other reports:
 - A. Friends of the Crete Public Library: The Friends will meet on January 26th. The spring book sale will be on Saturday, March 20th.

B. Crete Library Foundation: The Foundation will meet April 13, 2010.

X. Old Business:

- A. Building & Maintenance update: There are several outdoor projects which need to be addressed this spring. The metal work needs to be painted and the parking lot needs some repair and re-striping.
- B. Village of Crete TIF update: The new year brings another opportunity to pass the TIF extensions. Crete Trustee Wiater answered questions from the board members and stressed the importance of being prepared in the event the TIF legislation is addressed. The Village will need to know soon whether the library board will approve the TIF or not. Trustee Warren requested a sample letter and Administrator Schulten provided samples of TIF reports from other villages.

XI. New Business:

- A. FY2009/2010 Goals & Objectives – 2nd Quarter Progress Report: The report was tabled due to time constraints.
- B. Appointments of FOIA Officers: The new Freedom of Information Act requires two officers who will field any requests; the new officers will require training. Motion to elect Admin. Schulten, and Head of Adult Services Amschl as FOIA Officers by Tuttle, second by Ruklic. Motion passed unanimously.
- C. Metropolitan Library System update: As with many state agencies, MLS is facing financial problems. The biggest concern is that any SWAN monies may be lost to creditors if the situation worsens. Since these monies should be separate, steps are being taken to make SWAN a stand alone entity. Libraries are also looking into a private delivery service that can take the place of MLS if needed.

XII. Adjournment: Motion to adjourn at 8:16 p.m. by Amati, second by Ruklic. Motion passed unanimously.

Respectfully submitted,
Jacqueline S. Amati, Secretary