

**CRETE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA**

**July 21, 2010
7:00 P.M.**

**BUDGET & APPROPRIATIONS HEARING
BOARD MEETING**

1. Call to order
2. Minutes
Minutes of Regular Meeting June 16, 2010
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. FY2010/11 Budget & Appropriations Ordinance 10-03
 - B. Auditor selection
 - C. FY2011 Per Capita grant requirements - *Serving Our Public 2.0*
Chapter 1 – “Core Standards #7” Board By-laws
Chapter 3 – “Personnel”
11. New Business
 - A. FY2011 Per Capita grant requirements
Serving Our Public 2.0 – review
Technology Plan
 - B. State of Illinois libraries - update
 - C. New SWAN Agreement Ordinance 10-07 (draft)
 - D. Repeal of old SWAN Agreement Ordinance 10-08 (draft)
 - E. Plans for old C.S. shelving
 - F. Secretary's Audit (IPLAR 10)
12. Adjournment

CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Minutes of July 21, 2010

- I. Call to order: Meeting called to order by President Kelly at 7:10 p.m. Those in attendance: President Kelly, board members Amati, Ruklic, Tuttle, Wagner & Warren. Absent: Daugherty. Also in attendance: Administrator Schulten, Head of Adult Services Amschl, and Admin. Asst. Nelson. One item to add to agenda, Outside Building & Maintenance projects.
- II. Minutes: Motion to approve minutes of regular meeting June 16, 2010 by Warren, second by Ruklic. Motion passed unanimously.
- III. Correspondence: Thank you from the Superintendent of Assessments for providing a place for questions concerning exemptions. Reminder for the Holland Co. party on August 3rd. Save the date notice for the annual Park-A-Palooza on Sept 11th.
- IV. Bills for payment: Two additional bills for payment. Landmark Audiobooks in the amount of \$3826.00 for the annual lease. Also, Commercial Electronics Services for \$528.30 to repair sound system in large meeting room. Motion to approve all bills for payment by Amati, second by Warren. Motion passed unanimously on voice vote.
- V. Financial Report: Trustee Warren stated that at the end of the fiscal year the budget was in good shape with a surplus for the year.
- VI. Librarian's report: The statistics showed record numbers for circulation of materials, and program attendance. The feedback concerning the new bin shelving in the children's department has been positive.
- VII. Public Comment: No public comment.
- VIII. Community outreach: The board has not attended any meetings during the summer. The administrator will have the calendar for the fall meetings next month.
- IX. Other reports:
 - A. Friends of the Crete Public Library: The friends set up a table at the Garden Walk to sell used garden books and friends bags.
 - B. Crete Library Foundation: The Foundation will meet in September.
- X. Old Business:
 - A. FY2010/11 Budget & Appropriations Ordinance 10-03: Motion to approve FY2010/11 Budget & Appropriations Ordinance 10-03 by Ruklic, second by Amati. Motion passed unanimously on voice vote.
 - B. Auditor selection: Motion to retain Knutte & Assoc. for the next three years by Ruklic, second by Warren. Motion passed unanimously on voice vote.
 - C. FY2011 Per Capita grant requirement – *Serving our Public 2.0*

Chapter 1 – “Core Standards #7” Board By-laws: Changes to absences & vacancies wording would allow the Board to ask a trustee to leave the board if too many meetings are missed. Motion to accept changes to by-laws by Wagner, second by Tuttle. Motion passed unanimously.

Chapter 3 –“Personnel”: The board reviewed the personnel section.

XI. New Business:

A. FY2011 Per Capita grant requirements

Serving our Public 2.0 – review

Technology plan: Department Heads have been asked to submit ideas and suggestions for the plan. The Dept. Heads and Administrator will meet with The McCann Group for a brainstorming session. Aug. 2nd.

B. State of Illinois libraries – update: With the return of Oak Park Library to SWAN, delivery has gone from approximately 5000 holds places to 9500. Delivery is looking into several options to help with the increased workload. Restricting the number of holds placed by a patron, pre-sorting by libraries or charging for holds are all options.

C. New SWAN Agreement Ordinance 10-07 (draft): The board reviewed the new agreement.

D. Repeal of old SWAN Agreement Ordinance 10-08 (draft): The board discussed the repeal of the old SWAN Agreement.

E. Plans for old C.S. shelving: Illinois Lutheran School has shown interest in the shelving but thought the price was too high. Trustee Ruklic suggested “sweat equity” to offset the price.

F. Secretary’s Audit (IPLAR 10): Trustees Amati and Kelly will do the Secretary’s Audit this year.

G. Outside Building & Maintenance Projects: The ironwork needs to be repaired and repainted. The parking lot also needs repair and repainting. The administrator has received one quote for each project and hopes to have more by the next meeting.

XII. Adjournment: Motion to adjourn at 7:55 p.m. by Tuttle, second by Ruklic. Motion passed unanimously.

Respectfully submitted,
Jacqueline S. Amati, Secretary