

**CRETE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA**

**November 17, 2010
7:00 P.M.**

LEVY HEARING

BOARD MEETING

1. Call to order
2. Swearing in of new trustee
3. Minutes
Minutes of the Regular Meeting October 20, 2010
4. Correspondence
5. Bills for payment
6. Financial Report
Building bond payment \$241,950.00 due December 30, 2010
7. FY2010 Levy Review
8. Librarian's Report
Adult Services Department Report – Tiffany Amschl, Department Head
9. Public Comment
10. Community Outreach
11. Other reports
 - A. Friends of the Crete Public Library
 - B. Crete Library Foundation
12. Old Business
 - A. Building & Maintenance update
 - B. FY2010 Levy Ordinance 10- 09 (action item)
13. New Business
 - A. *Evanced* community interaction software
 - B. Holiday Party
 - C. Illinois Library Systems update
14. Adjournment

CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Minutes of November 17, 2010

- I. Call to order: Meeting called to order by President Kelly at 7:06 p.m. Those in attendance: President Kelly, board members, Amati, Ruklic, Tuttle, Wagner & Warren. Also in attendance: Administrator Schulten, Head of Adult Services Amschl, Admin. Asst. Nelson and James E. Hunt. One item to add to the agenda under new business: Volunteer opportunities.
- II. Swearing in of new trustee: James E. Hunt was sworn in as the new trustee. He fills the vacancy left by retiring trustee Daughtery.
- III. Minutes: Motion to approve minutes of October 20, 2010 by Ruklic, second by Tuttle. Motion passed unanimously.
- IV. Correspondence: Letter from attorneys Klein, Thorpe & Jenkins stating that they will not be raising their rates in the coming year.
- V. Bills for payment: No additional bills for payment. Motion by Amati, second by Ruklic to approve all bills for payment. Motion passed unanimously on voice vote.
- VI. Financial report: Administrator Schulten reminded the board about the upcoming bond payment of \$241,950.00 due on December 30, 2010. Trustee Warren stated that the library is in good shape having spent 30% of the fiscal year budget.
- VII. FY2010 Levy Review: The levy was briefly reviewed. The approval of the levy will take place later in the meeting.
- VIII. Librarian's report: Head of Adult Services Amschl reported on the "Capturing Crete" project. The project consists of scanning glass plate negatives that will be added to the Crete Library historic collection as well as the state archives. Other items of historical significance will be added over the coming months. Equipment & training was paid for through a grant.
- IX. Public comment: No public comment.
- X. Community outreach: Trustee Tuttle attended the Township meeting and mentioned the "Capturing Crete" project as well as the food for fines program.
- XI. Other reports:
 - A. Friends of the Crete Public Library: The fall book sale made \$1100.00. There are still quite a few books left and the Friends will look for a place to send the extra items. The Friends will have a float in the parade during the Crete Country Christmas. They are also a \$250.00 sponsor.
 - B. Crete Library Foundation: The Foundation is a \$500.00 sponsor for the Crete Country Christmas. The Foundation will meet again in February.

XII. Old business:

- A. Building & Maintenance update: The redesign project is progressing; a committee of trustees & staff will meet with space planners to help determine the best candidate for the upcoming project. The best candidate will upgrade the library space for our current needs and also make accommodations for future trends.
- B. FY2010 Levy Ordinance 10-09: Motion to approve FY2010 Levy Ordinance 10-09 by Hunt, second by Ruklic. Motion passed unanimously on voice vote.

XIII. New business:

- A. *Evanced* community interaction software: Administrator Schulten attended a demonstration of the software. It can be purchased in modules. The most common modules were for staff & meeting room scheduling. Administrator Schulten has talked to several libraries that use the software and most of them have been quite pleased, but since the cost of hosting *Evanced* is somewhat high, she will continue to look for other software options.
- B. Holiday party: The annual holiday party is scheduled for December 10th at 6:00 p.m. Motion to present all employees with a \$50.00 Kohl's gift card by Ruklic, second by Wagner. Motion passed unanimously on voice vote.
- C. Illinois Library System update: MLS has received a portion of FY10 funds. These funds will allow MLS to maintain services for a few more months. It will also provide a small nest egg for the expenses that will be needed to close down MLS. The delivery committee is narrowing the search for delivery options. They report that the estimated delivery costs may be 20-30% lower than expected.
- D. Volunteer opportunities: The board vacancy candidates all had useful skills that could be a source for the library to access. President Kelly will contact the candidates to see if they would like to join the redesign committee, Foundation or Friends.

- XIV. Adjournment: Motion to adjourn at 8:28 p.m. by Amati, second by Ruklic. Motion passed unanimously.

Respectfully submitted,
Jacqueline S. Amati, Secretary