

**CRETE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA**

**March 16, 2011
7:00 P.M.**

BOARD MEETING

1. Call to order
2. Minutes
Minutes of the Regular Meeting February 16, 2011
3. Correspondence
4. Bills for payment
5. Financial Report
6. Librarian's Report
Circulation Services Department Report – DH Deb Meder
7. Public Comment
8. Community Outreach
9. Other reports
 - A. Friends of the Crete Public Library
 - B. Crete Library Foundation
10. Old Business
 - A. Identity Protection Act Policy (action item)
 - B. National Library Week April 11-16, 2011 & Snapshot Day April 13th
 - C. “Share the Secret” Promotion
11. New Business
 - A. FY2011/12 Budget process
 - B. Administrative Librarian review
 - C. Illinois Library Systems update
12. Adjournment

**CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Minutes of March 16, 2011**

- I. Call to order: Meeting called to order by President Kelly at 7:04 p.m. Those in attendance: President Kelly, board members Ruklic, Tuttle, Wagner & Warren. Also in attendance, Administrator Schulten, Head of Adult Services Amschl, Head of Circulation Meder & Admin. Asst. Nelson.
- II. Minutes: Motion to approve minutes of regular meeting of February 16, 2011 by Warren, second by Ruklic. Motion passed unanimously.
- III. Correspondence: Statements of economic interest were mailed to board members and need to be filed. The Wiater family sent a card to thank the library for the recent Frank Lloyd Wright program.
- IV. Bills for payment: Motion to approve all bills for payment by Warren, second by Ruklic. Motion passed unanimously on voice vote.
- V. Financial report: Trustee Warren reported that the library is on track and expenses are even a little low for the year.
- VI. Librarian's report: Administrator Schulten mentioned that Lucille Kester, a former employee was ill and the library sent flowers. Ms. Schulten spoke to the Crete Woman's Club & Lions Club, to discuss the many programs & services at the library. Ms. Meder, Head of Circulation showed the power point presentation "Circulation, the Heart of the Library". She mentioned the changes she would like to see for her department. One item she would like to change would be to limit the amount of fines owed by a family or household, not just a limit on each card. This would stop patrons from accumulating fines or fees on one card then using the next card and the next.
- VII. Public comment: No public comment.
- VIII. Community outreach: President Kelly attended the Township meeting & mentioned the upcoming Snapshot Day & the Friends Book Sale. Trustee Hunt went to the school board meeting & also mentioned Snapshot Day & book sale. Trustee Ruklic tried to go to the Park District meeting but it had been changed.
- IX. Other reports:
 - A. Friends of the Crete Public Library: The friends will meet next week to finalize the book sale plans. They are considering giving any unsold items to the fledging Aroma Park Library.
 - B. Crete Library Foundation: The foundation will meet in April.

X. Old business:

- A. Identity Protection Act Policy (action item): Motion by Ruklic to approve the Identity Protection Act Policy, second by Warren. Motion passed unanimously.
- B. National Library Week April 11-16, 2011 & Snapshot Day April 13th: The library has several events planned for the week & will have volunteers conducting a short survey on Snapshot Day.
- C. "Share the Secret" Promotion: During the month of April, trustees, employees & friends will wear "Share the Secret" buttons, when anyone asks about the secret they will receive a token to be redeemed at the library for information about the secret & a free gift. Other prizes will be awarded for getting a card, renewing or referring someone to get a card.

XI. New business:

- A. FY2011/12 Budget process: Administrator Schulten is currently meeting with the department heads & reviewing staffing needs. She is also looking into the library being open Sundays & what the costs will be. The library will receive the levy & estimate of revenues soon, which will be used to set the budget.
- B. Administrative Librarian's review: Trustees Amati, Ruklic & Tuttle were appointed to the review committee. Trustees must complete their evaluation forms & return them to the committee.
- C. Illinois Library Systems update: The outsourcing of delivery may not go through as planned due to objections by the state library.

- XII. Adjournment: Motion to adjourn at 7:54 p.m. by Wagner, second by Tuttle. Motion passed unanimously.

Respectfully submitted,
Jacqueline S. Amati, Secretary