

**CRETE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA**

**April 20, 2011
7:00 P.M.**

BOARD MEETING

1. Call to order
2. Minutes
Minutes of the Regular Meeting March 16, 2011
3. Correspondence
4. Bills for payment
5. Financial Report
6. Librarian's Report
Information Technology update – Benny McCann (The McCann Group)
7. Public Comment
8. Community Outreach
9. Other reports
 - A. Friends of the Crete Public Library
 - B. Crete Library Foundation
10. Old Business
 - A. National Library Week April 11-16, 2011 & Snapshot Day April 13th
 - B. "Share the Secret" Promotion
 - C. Administrative Librarian review
11. New Business
 - A. FY2010 Levy Edit Report & FY2011/12 Estimate of Revenues
 - B. Building & Maintenance Levy Ordinance 11-1 (information)
 - C. Board Elections and Officer Elections
 - D. Illinois Library Systems update
12. Adjournment

**CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Minutes of April 20, 2011**

- I. Call to order: Meeting called to order by President Kelly at 7:02 p.m. Those in attendance: President Kelly, board members Amati, Hunt, Ruklic, Tuttle, Wagner & Warren. Trustees elect: Boehner & Polak-Sizemore. Administrator Schulten, Head of Adult Services Amschl, Admin. Asst. Nelson. Also Benny McCann of The McCann Group.
- II. Minutes: Motion to approve minutes of regular meeting of March 16, 2011 by Ruklic, second by Wagner. Motion passed unanimously.
- III. Correspondence: Notice of workshop for new trustees on May 21, 2011. Letter from the Secretary of State awarding this year's per capita grant.
- IV. Bill for payment: Two additional bills for payment. Kathy James & Michelle Madsen for children's programming supplies. Motion to approve all bills by Amati, second by Tuttle. Motion passed unanimously on voice vote.
- V. Financial report: Trustee Warren stated that the expenses were on track.
- VI. Librarian's report: Benny McCann summarized the library's current computer use & then reported on recommended upgrades. A new server & improved software are the main concerns. Administrator Schulten reported that 2 new employees had been hired to replace former employees Malinowski & Clark. The shredding event had 67 participants despite the rainy weather.
- VII. Public comment: No public comment.
- VIII. Community outreach: Trustee Tuttle mentioned the successful Battle of the Books at the School Board meeting. Trustee Ruklic went to the Township meeting & highlighted the upcoming children's programs and the shredding event. The schedules for May & June were set up and the trustees were given the statistics from the 2011 Snapshot Day to highlight at upcoming meetings.
- IX. Other reports:
 - A. Friends of the Crete Library: The Spring book sale made \$1300.00. 10 new volunteers showed up to help as well as quite a few regular volunteers. The Friends group bought an aerial photo of the library with some of the book sale proceeds.
 - B. Crete Library Foundation: The Foundation will donate \$1000.00 to the Odyssey of the Mind for travel expenses. The group brings together children with different strengths to solve problems as a team. The Foundation will also donate \$100.00 for the Memorial Day Parade.

X. Old business:

- A. National Library Week April 11-16, 2011 & Snapshot Day April 15th: Ms. Schulten reviewed the statistics from Snapshot Day and discussed the other events during National Library Week. Patrons filled out surveys and still have the opportunity to do a survey online. The results will be tabulated and will be used to determine any changes to hours, programming and space planning.
- B. “Share the Secret” Promotion: The promotion is still ongoing, but has generated some new library patrons and several patrons have taken the behind the scenes tour.
- C. Administrative Librarian Review: Motion by Ruklic, second by Warren to go into closed session at 7:59 p.m. for the purpose of discussing the Administrator’s annual evaluation. Motion passed unanimously. The board returned to regular session at 8:27 p.m.

XI. New business:

- A. FY2010 Levy Edit Report & FY2011/12 Estimate of Revenues: The levy was reviewed and the EAV was lower than expected. Now that the special funds are in good shape more tax money will be put towards the Corporate Fund (operations). Revenues should be stable, with interest rates & developer fees remaining low.
- B. Building & Maintenance Levy Ordinance 11-1 (information): The building & maintenance levy covers repairs to the building and some equipment costs. Once the levy is determined it will be published.
- C. At the May meeting Vice-President Tuttle will run the meeting and the new trustees will be sworn in. Election of new officers will be in June.
- D. Illinois Library Systems update: The new RAILS will appoint an interim executive director. Delivery is still an issue; there is now a committee that is looking into the various options.
- E. Recognition: President Kelly thanked outgoing trustee Hunt for his commitment to the library during the last few months. Trustee Tuttle expressed appreciation for President Kelly’s hard work for the library during her 12 years on the board.

XII. Adjournment: Motion to adjourn at 8:48 by Tuttle. Second by Ruklic. Motion passed unanimously.

Respectfully submitted,
Jacqueline S. Amati, Secretary