

**CRETE PUBLIC LIBRARY BOARD OF TRUSTEES
BOARD MEETING AGENDA**

**September 21, 2011
7:00 P.M.**

BOARD MEETING

1. Call to order
2. Minutes
 - Minutes of the Regular Meeting July 20, 2011
 - Minutes of Budget & Appropriation Hearing
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. Library Re-Design - Focus Groups
 - B. Per Capita Grant - 2011 Finance Report
 - C. Library Marketing Collaborative proposal
 - D. Fall Family Fun Fest
11. New Business
 - A. FY2012 Per Capita Report
 - B. December 2nd In-Service & 2012 Floating Holiday (requests)
 - C. FY2011 Levy request
12. Adjournment

CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Minutes of September 21, 2011

- I. Call to order: Meeting called to order by President Tuttle at 7:00 p.m. Those in attendance: President Tuttle, board members Amati, Boehner, Ruklic, Sizemore, Wagner & Warren. Also in attendance, Administrator Schulten, Head of Adult Services Amschl & Admin. Asst. Bonfiglio.
- II. Minutes: Motion to approve minutes of regular meeting of August 17, 2011 by Ruklic, second by Wagner. Motion passed. Motion to approve minutes of Budget & Appropriations hearing of August 17, 2011 by Wagner, second by Amati. Motion passed.
- III. Correspondence: Thank you from the Crete Park District for participating in the annual Park-a-Palooza day. Reminder notice from Illinois Library Association concerning Trustee Day at the upcoming conference.
- IV. Bills for payment: No additional bills for payment. Trustee Ruklic asked how the payment for damaged or lost reciprocal materials worked. Motion to approve all bills by Amati, second by Ruklic. Motion passed unanimously on voice vote.
- V. Financial report: Trustee Ruklic reported that the library has only spent 11% of the budget which is below what is expected for a 2 month period.
- VI. Librarian's report: Administrator Schulten attended a meeting for the upcoming Crete Country Christmas. The library may sponsor a storyteller for the event. Schulten also discussed how the new server management software will allow the library to gain secured access to SWAN & other sensitive sites while outside the building.
- VII. Public comment: No public comment.
- VIII. Community outreach: Trustee Warren went to the Village meeting & listened to a presentation about the proposed Illiana Expressway. He also heard a report from realtor Hackel about the status of real estate sales in the village. Trustee Ruklic attended the Township meeting and mentioned the focus groups & the upcoming remodel project. Trustee Sizemore went to the school board meeting and spoke about the databases & children's programs that are available.
- IX. Other reports:
 - A. Friends of the Crete Public Library: There will be an election of officers at next week's meeting. Also Trustee Amati is looking for volunteers & bakers for the bake sale for the Fall Family Fun Fest.

- B. Crete Library Foundation: The Foundation purchased artwork by local resident Wynn Hopkins.

X. Old business:

- A. Library Re-Design – Focus Groups: Trustees submitted names of people that should be part of the focus groups. Community groups using the library as well as patrons that are here for programs will also be included.
- B. Per Capita Grant – 2011 Finance Report: Former & current Treasurers Warren & Ruklic met with Administrator Schulten and discussed the library's current reserves, current and future revenue streams and funds available for capital projects.
- C. Library Marketing Collaborative proposal: Motion to accept the Library Marketing Collaborative proposal by Sizemore, second by Amati. Motion passed on voice vote.
- D. Fall Family Fun Fest: Trustees stated if they were able to come. Final plans were discussed.

XI. New business:

- A. FY2012 Per Capita Report: A draft of the report was presented. Administrator Schulten stated that the final report is due on October 15th.
- B. December 2nd In-Service & 2012 Floating Holiday (requests): Motion to close December 2, 2011 for In-Service by Ruklic, second by Amati. Motion passed unanimously. Motion to approve December 22, 2012 as the floating holiday for 2012 by Warren, second by Wagner. Motion passed unanimously.
- C. FY2012 Levy request: The board discussed the potential impact of not levying at the highest rate allowed.

- XII. Adjournment: Motion to adjourn at 8:13 p.m. by Wagner, second by Amati. Motion passed unanimously.

Respectfully submitted,
Cindy Wagner, Secretary