

CRETE PUBLIC LIBRARY BOARD OF TRUSTEES

BOARD MEETING

AGENDA

November 16, 2011

1. Call to order
2. Minutes
Minutes of the Regular Meeting October 12, 2011
3. Correspondence
4. Bills for payment
5. Financial Report
Building Bonds payment
FY2010/11 Audit - Knutte & Associates conference call
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
 - B. Outreach update
 - C. FY2011 Levy Ordinance 11-06 (action)
 - D. Fees & fines policy (discussion)
11. New Business
 - A. IMRF Audit
 - B. Holiday Party
12. Adjournment

**CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Minutes of November 16, 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 & Warren. Also in attendance: Administrator Schulten & Admin. Asst. Bonfiglio. Motion by Sizemore, second by Boehner to add Treasurer's report to new business. Motion passed.
- II. Minutes: Motion to approve minutes of regular meeting of October 12, 2011 by Ruklic, second by Warren. Motion passed.
- III. Correspondence: No correspondence to report.
- IV. Bills for payment: One additional bill for payment in the amount of \$275.00 to Illinois Heartland Library System. Motion to approve all bills as presented by Ruklic, second by Amati. Motion passed unanimously on voice vote.
- V. Financial report: Administrator Schulten stated that a payment of interest & principle for the building bond is due in December. Treasurer Ruklic reviewed the income/expense report and mentioned that expense amounts were still slightly below average and the library has received most of the tax income for the fiscal year. FY2010/11 Audit: The Board held a phone conference with auditor Sarah Hezlep from Knutte & Assoc. She reviewed the intent of the management letter that accompanies the annual audit. She also reviewed the audit and discussed the overall financial health of the library.
- VI. Librarian's report: Administrator Schulten has been working on the 2011 Crete Country Christmas. Ms. Schulten, several staff, and a member of the McCann Group met with a home theatre expert who will provide recommendations for upgrading the meeting room media system.
- VII. Public comment: No public comment.
- VIII. Community outreach: Trustee Boehner attended the Park District meeting and heard that the Lions Club wished to fund the renovation of a park using recycled materials. Trustee Ruklic went to the Village board meeting and learned that arrests have increased. The Mayor asked about the library's redesign project. President Tuttle attended Trustee day at ILA and saw examples of the shifting roles of librarians & libraries in today's society. The schedule for January & February community meetings was assigned.

IX. Other reports:

- A. Friends of the Crete Public Library: The Friends made over \$1000.00 at the Fall Book Sale. They donated \$250.00 to the Crete Country Christmas and will have a float in the Parade of Lights.
- B. Crete Library Foundation: The Foundation donated \$500.00 to the Crete Country Christmas. They will meet again in April.

X. Old business:

- A. Library Re-design: Ms. Cullan received ample feedback from the various focus groups. A summary of the information was discussed.
- B. Outreach update: Ms. Marshall has been busy promoting the library through radio & TV interviews. Her associate will meet with staff to discuss a unified message concerning the re-design project.
- C. FY2011 Levy Ordinance 11-06 (action): Motion to approve the 2011 levy ordinance 11-06 by Warren, second by Ruklic. Motion passed unanimously on voice vote.
- D. Fees & fines policy (discussion): Administrator Schulten provided samples of other library's policies. The board will discuss them at the next meeting.

XI. New business:

- A. IMRF Audit: Administrator Schulten met with the IMRF agent to review payroll and to determine if certain employees should be enrolled. The library was found in compliance with all IMRF regulations.
- B. Holiday party: The library will have the annual holiday party for the board & staff on December 9th, at 6:00 p.m.
- C. Treasurer's Report: The Treasurer's report is a summary of the receipts & disbursements for the previous fiscal year. It will be published in the local paper.

XII. Adjournment: Motion to adjourn at 8:35 p.m. by Amati, second by Ruklic.
Motion passed.

Respectfully submitted,
Jane Schulten, Acting Secretary