

CRETE PUBLIC LIBRARY BOARD OF TRUSTEES

BOARD MEETING

AGENDA

March 21, 2012

1. Call to order
2. Minutes
 - Minutes of the Regular Meeting February 15, 2012
3. Correspondence
4. Bills for payment
5. Financial Report
6. Librarian's Report
 - Children's Services Report - Department Head Gail Scott
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 - Phase 3
 - B. March 10th Brainstorming Session
 - C. Library Marketing update
11. New Business
 - A. FY2012/13 Budget Process
 - B. Administrative Librarian Review
12. Adjournment

CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Minutes of March 21, 2012

- I. Call to order: Meeting called to order by President Tuttle at 7:00 p.m. Those in attendance: President Tuttle, Board members Amati, Bohner, 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 February 15, 2012 by Wagner, second by Sizemore. Motion passed.
- III. Correspondence: Reminder about the 10th Anniversary party for the Coffee Connection March 27th.
- IV. Bills for payment: 3 additional bills for payment. \$490.00 bill for Homepages advertising. \$844.50 bill for Chicago Backflow Inc. & \$8164.00 General Casualty for Workmen's Comp & Liability Insurance. Motion to approve all bills as presented by Warren, second by Ruklic. Motion passed unanimously on voice vote.
- V. Financial report: Trustee Ruklic stated that at 66% of the way through the financial year, expenditures are much lower than normal. The materials expenditures are lower because both the Adult and Children's Departments have been concentrating on preparing their collections for the re-design rather than purchasing more titles. Trustee Warren requested that the report show the budget percentage of the calendar year the library should be at.
- VI. Librarian's report: Administrator Schulten reported that the annual TIF meeting will be Monday March 26th. Head of Children's services presented a slide show featuring the many activities & programs held in the department. The Children's Department is busy planning the upcoming Summer Reading Program.
- VII. Public comment: No public comment.
- VIII. Community outreach: Trustee Ruklic attended the Township meeting & heard about upcoming bridge repair on Old Post Rd. Trustee Wagner went to the Park District meeting & fielded questions about eBooks & readers. President Tuttle attended the School District meeting where they discussed winter sports policies & fiscal responsibility for all school groups. Trustee Bohner also attended a school district meeting; the topic of discussion was the curriculum.

- IX. Other reports:
 - A. Friends of the Crete Public Library: Trustee Amati is busy lining up volunteers for the book sale next week.
 - B. Crete Library Foundation: The Foundation will meet in April.

- X. Old business:
 - A. Library Re-Design – Phase 3: The floor plans cannot be completed until the final collection numbers are determined. The library will need to hire a project manager who can bring the project from conception to completion. Administrator Schulten will look into finding a manager for the re-design.
 - B. March 10th Brainstorming Session: The session yielded some great ideas for a new tagline that will be used throughout the library.
 - C. Library Marketing update: The new graphic designer will use the brainstorming session to develop a library logo.

- XI. New business:
 - A. FY2012/1013 Budget Process: Administrator Schulten reviewed the budget process for the trustees.
 - B. Administrative Librarian Review: The trustees will provide their evaluations of the Administrator to the review committee by March 31th. The committee will then tally the reviews & send the results to President Tuttle by April 9th. The review committee will be Trustees Sizemore & Wagner.

- XII. Adjournment: Motion to adjourn at 8:16 by Wagner second by Amati. Motion passed.

Respectfully submitted,
Cindy Wagner, Secretary