

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

**September 19, 2012  
7:00 p.m.**

**AGENDA**

1. Call to order
2. Minutes
  - Minutes of the Regular Meeting August 15, 2012
  - Minutes of the Special Meeting September 5, 2012
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. Re-Design update
  - B. FY2012 Illinois Public Library Annual Report (IPLAR)
  - C. FY2013 Per Capita Grant
  - D. Renaissance Faire October 13, 2012
11. New Business
  - A. FY2012 Levy process
12. Adjournment

**CRETE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING  
SEPTEMBER 19, 2012**

- I. Call to order: Meeting called to order by President Tuttle at 7:01 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 the regular meeting of August 15, 2012 by Ruklic, second by Boehner. Motion to approve minutes of special meeting of September 5, 2012 by Warren, second by Ruklic. Both motions passed. Ayes: Amati, Boehner, Ruklic, Sizemore, Wagner & Warren. Nays: None.
- III. Correspondence: Thank you from Crete Park District for participating in the annual Park-A-Palooza. Thank you from Will County for the use of the meeting room for election judge training.
- IV. Bills for payment: Two additional bills for payment, Illinois Heartland Library System in the amount of \$275.00 for web hosting. Also Gail Scott in the amount of \$115.61 for supplies. Motion to approve all bills as presented by Ruklic, second by Sizemore. Motion passed on voice vote. Ayes: Amati, Boehner, Ruklic, Sizemore, Wagner & Warren. Nays: None.
- V. Financial report: Treasurer Ruklic reviewed the Income/Expense report and noted that expenses were under 16% which is normal for a two month period.
- VI. Librarian's report: The administrator pointed out the statistics for the e-materials which have doubled in the last month. Some theories were e-readers as graduation gifts or more patrons downloading material for summer vacation.
- VII. Public comment: No public comment.
- VIII. Community outreach: Trustee Ruklic went to the township meeting & mentioned the fall shredding event and the upcoming Renaissance Faire. Trustee Warren attended the School Board meeting but they went into closed session soon after the start of the meeting. Several of the trustees have fielded questions concerning the re-design project.
- IX. Other reports:
  - A. Friends of the Crete Public Library: Several trustees attended a workshop on promoting & fundraising for the library. The Friends will meet next week.
  - B. Crete Library Foundation: Students from the Odyssey of the Mind came to thank the Foundation & to challenge the trustees to some of the questions that they must tackle.
- X. Old Business:
  - A. Re-Design update: The library's attorney has reviewed the contracts for Kimberly Bolan & Assoc. and Professional Building Services. Motion to accept the contract for Kimberly Bolan & Assoc.

by Boehner, second by Ruklic. Motion passed on voice vote. Ayes: Amati, Boehner, Ruklic, Sizemore, Wagner & Warren. Nays: None. Motion to accept the contract for Professional Building Services by Wagner, second by Boehner. Motion passed on voice vote. Ayes: Amati, Boehner, Ruklic, Sizemore, Wagner & Warren. Nays: None. PBS came for a walk through with Administrator Schulten. They will try to reuse several of the interior windows. The Re-Design team will meet with Kimberly Bolan and PBS next week.

B. FY2012 Illinois Public Library Annual Report (IPLAR): The report is finished and ready to be approved. Motion to approve FY2012 Illinois Public Library Annual Report by Amati, second by Wagner. Motion passed. Ayes: Amati, Boehner, Ruklic, Sizemore, Wagner & Warren. Nays: None.

C. FY2013 Per Capita Grant: Motion to approve FY2013 Per Capita Grant by Boehner, second by Amati. Motion passed. Ayes: Amati, Boehner, Ruklic, Sizemore, Wagner & Warren. Nays: None.

D. Renaissance Faire October 13, 2012: Preparations are under way for the Faire. The library will be decorated, locations for the food & entertainment have been determined & the food has been ordered. The Will County Health Department will come in the morning to inspect the food set up & a tent with tables & chairs will be available. The trustees will give out tickets and provide information. The Friends will once again have a bake sale in the library.

XI. New business:

A. FY2012 Levy process: The board discussed keeping the levy rate the same as it has been for the last two years.

XII. Adjournment: Motion to adjourn at 7:55 p.m. by Ruklic, second by Amati. Motion passed. Ayes: Amati, Boehner, Ruklic, Sizemore, Wagner & Warren.

Respectfully Submitted,  
Cindy Wagner, Secretary