

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

**January 16, 2013
7:00 p.m.**

MEETING AGENDA

1. Call to order
2. Minutes
 - Minutes of the Regular Meeting December 19, 2012
 - Minutes of the Special Meeting January 3, 2013
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. Ordinance 13-01 - Ordinance abating the tax hereto levied for the year 2012 to pay the principal and interest on \$2,175,000 General Obligation Refunding Bonds, Series 2003, of the Crete Public Library District, Will County.
(Action) This action will return approximately \$275,000 in local property taxes earmarked for the final payment on the library's building bonds back to library district taxpayers.
11. New Business
 - A. Resolution 13-01 - Resolution to transfer FY2011/12 Corporate Fund surplus to the Debt Service Fund and Special Reserve Fund.
 - B. Review of 2012 closed session minutes.
12. Adjournment

CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
January 16, 2013

- 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, Head of Adult Services Amschl & Admin. Asst. Bonfiglio.
- II. Minutes: Motion to approve minutes of Regular Meeting December 19, 2012 by Ruklic, second by Boehner. Motion to approve minutes of Special Meeting January 3, 2013 by Amati, second by Ruklic. Both motions passed. Ayes: Amati, Boehner, Ruklic, Sizemore & Warren. Nays: None.
- III. Correspondence: Thank you cards from staff for holiday party & gift. Thank you card from Crete Pantry for donations. Also a thank you from Coretta Scott King Magnet School for the Egypt show.
- IV. Bills for payment: One additional bill for payment to Kaana IT for licenses & scanner in the amount of \$518.88. Motion to approve all bills for payment by Sizemore, second by Ruklic. Motion passed on voice vote. Ayes: Amati, Boehner, Ruklic, Sizemore & Warren. Nays: None.
- V. Financial report: The financial year is half over & expenses are still running under budget but that may change once the redesign is under way.
- VI. Librarian's report: Staff member Herrmann fell outside at the library. After being checked out at the hospital, it was determined that she was okay.
- VII. Public comment: No public comment.
- VIII. Community outreach: Trustee Boehner attended the Township meeting & heard about the new appointment that will replace Curran. Due to the mild winter so far, the Township has an excess of salt & they received a clean audit.
- IX. Other reports:
 - A. Friends of the Crete Public Library: The Friends will meet on January 22nd.
 - B. Crete Library Foundation: The Foundation didn't meet.

XI. Old business:

- A. Re-Design update: The designers are in the final stages of fine tuning the bid specifications. Ms. Schulten met with PBS to go over the bid process. Once the bid specifications are published the library can hold a pre-bid meeting to answer any questions concerning the bid packet. The library can notify specific companies about the bid. The deadline should be set for 2-3 weeks after publication of the bid. The board can have a bid opening but will not make a decision until the bids can be evaluated and references checked. The library can then choose the lowest responsible bid. Ms. Schulten also mentioned that Ms. Cullin is almost at the end of her contract but there are still a few things we may want her to do for the project. The library may want to contract with her on an as-needed basis to assist with new signage. President Tuttle also reminded the trustees on how to handle any questions from the public so that they can provide accurate information.
- B. Ordinance 13-01 - Ordinance abating the tax hereto levied for the year 2012: Motion to approve Ordinance 13-01 by Ruklic, second by Boehner. Motion passed on voice vote. Ayes: Amati, Boehner, Ruklic, Sizemore & Warren. Nays: None.

XII. New business:

- A. Resolution 13-01 – Resolution to transfer FY2011/12 Corporate Fund surplus to the Debt Service Fund and Special Reserve Fund: After reviewing the FY2011/12 audit the Corporate Fund had a surplus which will be used toward the tax abatement and the re-design project. The board will vote on this next month.
- B. Review of 2012 closed session minutes: There were two closed sessions in 2012 both concerning the Administrator’s evaluation. Motion to keep minutes of both closed sessions closed by Amati, second by Warren. Motion passed. Ayes: Amati, Boehner, Ruklic, Sizemore & Warren. Nays: None.

XIII. Adjournment: Motion to adjourn at 8:44 p.m. by Ruklic, second by Amati. Motion passed. Ayes: Amati, Boehner, Ruklic, Sizemore & Warren. Nays: None.

Respectfully Submitted,
Sharon Bonfiglio, Admin. Asst.