

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

**June 19, 2013
7:00 p.m.**

MEETING AGENDA

1. Call to order
2. Introduction of Teen Summer Interns
3. Swearing in of new trustees & Election of officers
4. Minutes
 - Minutes of the Regular Meeting May 15, 2013
 - Minutes of Closed Session of May 15, 2013
 - Minutes of the Special Meeting of June 5, 2013
5. Correspondence
6. Bills for payment
7. Financial Report
8. Librarian's Report
9. Public Comment
10. Community Outreach
11. Other reports
 - A. Friends of the Crete Public Library
 - B. Crete Library Foundation
12. Old Business
 - A. Re-Design update
 - B. FY2013/14 Premium Only Plan Resolution 13-01 (action)
 - C. FY2013/14 Prevailing Wage Ordinance 13-01 (action)
 - D. FY2013/14 Meeting Dates & Times Ordinance 13-02 (action)
 - E. FY2013/14 Public Library Non-Resident Cards Ordinance 13-03 (action)
 - F.
13. New Business
 - A. FY2013/14 Budget & Appropriations Ordinance 13-04 (information)
 - B. Library auditors (information)
14. Adjournment

CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
JUNE 19, 2013

- I. Call to order: Meeting called to order by President Tuttle at 7:02 p.m. Those in attendance: President Tuttle, board members: Amati, Monks, Sizemore, Van Zyl & Warren. Also in attendance: Administrator Schulten, Head of Adult Services Amschl, Admin. Asst. Bonfiglio, Daniel Thorson Reference Librarian and 2013 summer interns Stefan Anderson, Gabriella Moline, Alaina Perez & Victoria Werner.
- II. Introduction of Teen Summer Interns: The interns introduced themselves to the board & mentioned what they wanted to accomplish during their internship. Several would like to start a teen book club, while another thought writing classes & video workshops would be popular. Mr. Thorson will work with the teens throughout the summer.
- III. Swearing in of new trustees & election of officers: Ms. Tuttle & Ms. Amati were sworn in. New officers were selected. Motion by Amati for the following slate of officers: President: Tuttle, Vice-President: Boehner, Treasurer: Warren, Secretary: Sizemore second by Warren. Motion passed. Ayes: Amati, Monks, Sizemore, Van Zyl & Warren. Nays: None.
- IV. Minutes: Motion to approve minutes of the regular Meeting of May 15, 2013 by Monks, second by Sizemore. Motion to approve minutes of Closed Session of May 15, 2013 by Amati, second by Sizemore. Motion to approve minutes of Special Meeting of June 5, 2013 by Monks, second by Amati. All three motions passed. Ayes: Amati, Monks, Sizemore, Van Zyl & Warren. Nays: None.
- V. Correspondence: Notice of the Annual Crete Park-A-Polooza on September 7, 2013. Letter informing the library that Illinois Talking Books & Braille services are merging. Thank you for flowers from Jon LeFevre father of employee Gail Scott.
- VI. Bills for payment: Three additional bills for payment. Employees April Heide-Kracik in the amount of \$93.89, Kathy James in the amount of \$116.41 & Judy Richert in the amount of \$81.42 all for summer reading club supplies. The trustees had some questions concerning the bills for ebooks & the license agreement. Motion to approve all bills as presented by Warren second by Monks. Motion passed on voice vote. Ayes: Amati, Monks, Sizemore, Van Zyl & Warren. Nays: None.
- VII. Financial report: Treasurer Warren remarked that the fiscal year is almost over & the library will have a surplus. That surplus will be used on the renovation.
- VIII. Librarian's report: Ms. Schulten mentioned that the projected saving for the newsletter was lower than expected but combined with the staff time that is saved it is still significant.
- IX. Public comment: No public comment.
- X. Community outreach: Ms. Monks attended the village board & they appointed a Deputy Police Chief. Ms. Tuttle went to the school board; they are starting a promotion with rewards for positive behavior. There will be no visits during July & August.

XI. Other reports:

- A. Friends of the Crete Public Library: The Friends are getting ready for the Crete Garden Walk, books are gathered & volunteers are lined up for the sale. The Friends are still considering a gift to thank the staff for their work during the renovation project.
- B. Crete Library Foundation: The Foundation will meet in August.

XII. Old business:

- A. Re-Design update: The staff is back to opening early so that workers can get a head start on projects. Trim work is being installed & finished and the crane came to position the HVAC unit on the upper floor. The railing on the outside ramp has been installed & landscaping is in place. Ms. Schulten has been working with the alarm company to wire the door. PBS anticipates delivery of the DIRT walls and most of the furniture the first week of July. The library may have to close a section during this time. Ms. Schulten has been reviewing self-check out machines & getting prices for re-upholstery. The board suggested re-upholstering just a few items for now & then after the project is finished any other items can be done. They also discussed selling any furniture in a parking lot sale, but the items will need to be decommissioned first.
- B. FY2013/14 Premium Only Plan Resolution 13-01 (action): Motion to approve FY2013/14 Premium Only Plan Resolution 13-01 by Sizemore, second by Monks. Motion passed. Ayes: Amati, Monks, Sizemore, Van Zyl & Warren. Nays: None.
- C. FY2013/14 Prevailing Wage Ordinance 13-01 (action): Motion to approve FY2013/14 Prevailing Wage Ordinance 13-01 by Amati, second by Warren. Motion passed. Ayes: Amati, Monks, Sizemore, Van Zyl & Warren. Nays: None.
- D. FY2013/14 Meeting Dates & Times Ordinance 13-02 (action): Motion to approve FY2013/14 Meeting Dates & Times Ordinance 13-02 by Amati, second by Warren. Motion passed. Ayes: Amati, Monks, Sizemore, Van Zyl & Warren. Nays: None.
- E. FY2013/14 Public Library Non-Resident Cards Ordinance 13-03 (action): Motion to approve FY2013/14 Public Library Non-Resident Card Ordinance 13-03 by Monks, second by Amati. Motion passed. Ayes: Amati, Monks, Sizemore, Van Zyl & Warren. Nays: None.

XIII. New business:

- A. FY2013/14 Budget & Appropriations Ordinance 13-04 (information): The board discussed the Budget & Appropriations Ordinance; the new trustees had questions concerning the special funds & the hearing process. Motion to approve FY2013/14 Budget & Appropriations draft by Sizemore, second by Amati. Motion passed on voice vote. Ayes: Amati, Monks, Sizemore, Van Zyl & Warren. Nays: None.

IIIX. Library auditors (information): The current library auditors have submitted a 3 year proposal. Administrator Schulten felt that the proposal was fair & it would be easier to retain the same auditors especially during the redesign process. Motion to accept proposal from Knutte & Associates for annual audit by Monks, second by Warren. Motion passed on voice vote. Ayes: Amati, Monks, Sizemore, Van Zyl & Warren. Nays: None.

IIIX. Adjournment: Motion to adjourn at 8:16 p.m. by Amati, second by Sizemore. Motion passed. Ayes: Amati, Monks, Sizemore, Van Zyl & Warren. Nays: None.

Respectfully Submitted,
Georgia Sizemore, Secretary