

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

**July 17, 2013  
7:00 p.m.**

**MEETING AGENDA**

1. Call to order
2. Minutes
  - Minutes of the Regular Meeting June 19, 2013
  - Minutes of the Special Meeting of July 1, 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
11. New Business
  - A. Appointment of Secretary's Audit Committee (2013 IPLAR)
  - B. Commemorative Gifts Policy
12. Adjournment

CRETE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING  
July 17, 2013

- I. Call to order: Meeting called to order by President Tuttle at 7:03 p.m. Those in attendance: President Tuttle, board members: Amati, Monks & Sizemore. Also in attendance: Administrator Schulten, Head of Adult Services, Amschl & Admin. Asst. Bonfiglio. Absent: Boehner, Warren, Van Zyl
- II. Minutes: Motion to approve minutes of the regular meeting of June 19, 2013 by Monks, second by Amati. Motion to approve minutes of the special meeting of July 1, 2013 by Amati, second by Monks. Both motions passed. Ayes: Amati, Monks, Sizemore & Tuttle. Nays: None.
- III. Correspondence: Letter from attorneys Klein, Thorpe & Jenkins stating that their rates will have a modest increase starting January 1, 2014. President Tuttle received a thank you for the library's participation in the annual Memorial Day Parade.
- IV. Bills for payment: Additional construction bills R. Smith \$4123.00, LFI \$32776.00, RJE Furniture \$63071.00, Trout Glass \$ 8910.00, Lenting Masonry \$1485.00, Kwak Brothers \$5090.00, Van Steel Erectors \$4455.00 and PBS \$4950.00. Also \$995.00 to Yes You Can for a children's program. Motion to approve all bills by Sizemore, second by Amati. Motion passed on voice vote. Ayes: Amati, Sizemore, Monks & Tuttle. Nays: None.
- V. Financial report: Ms. Schulten explained that the financial report reflected the end of the fiscal year. Several trustees asked about the fund balances at the end of the fiscal year. Schulten explained that several of the special fund balances have an excess and those funds will be used during the this fiscal year.
- VI. Librarian's report: Ms. Schulten went over the year end statistics and mentioned that public libraries often see increased use during tough financial times. With the economy improving, libraries are seeing use circulation statistics decline. Programs attendance continues to be good.
- VII. Public comment: No public comment.
- VIII. Community outreach: Community outreach is suspended for the summer.
- IX. Other reports:
  - A. Friends of the Crete Public Library: Trustee Amati reported that the Garden Walk Book Sale only netted \$70.00 but provided good publicity for the library. There will be a library fundraiser day at Cone Cottage on August 29<sup>th</sup>.
  - B. Crete Library Foundation: The Foundation will meet on August 13, 2013.

IIX. Old business:

- A. Re-Design update: The library closed July 11<sup>th</sup> & 12<sup>th</sup> to handle the delivery of new furniture and the moving of the old furniture to the extra storage container. Some staff chose to use vacation time while others came to assist with the various tasks during this time. The Administrator is pursuing two issues: the wrong color on the DIRT walls and some furniture, and the lack of casters on the meeting room tables. The Administrator and a representative from the companies will meet to resolve the issues. Ms. Schulten has ordered the self-checkout machines and has received a quote for making the bathroom doors handicapped accessible. She has also contacted the company that provided the window shades and will meet with them for an estimate for more shades.

IIIX. New business:

- A. Appointment of Secretary's Audit Committee (2013 IPLAR): It is the custom of the library to assign the new trustees the task of reviewing the minutes of the previous year. Trustees Monks & Van Zyl will examine the FY2012/13 minutes.
- B. Commemorative Gifts Policy: The board reviewed the policy regarding gifts & donations.

- IIIX. Adjournment: Motion to adjourn at 7:56 p.m. by Monks, second by Amati. Motion passed.  
Ayes: Amati, Monks & Sizemore. Nays: None.

Respectfully Submitted,  
Georgia Sizemore, Secretary