

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

**September 18, 2013
7:00 p.m.**

MEETING AGENDA

1. Call to order
2. Minutes
 - Minutes of the Budget & Appropriation Hearing August 21, 2013
 - Minutes of the Regular Meeting August 21, 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. Library sale of old furniture update
 - C. Grand Re-Opening Date - October 19, 2013
 - D. FY 2014 Per Capita Grant
11. New Business
 - A. FY2013 Levy process
12. Adjournment

CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
September 18, 2013

- I. Call to order: Meeting called to order at 7:01p.m. by President Tuttle. Those in attendance: President Tuttle, board members: Amati, Boehner (7:40), Monks, Sizemore & Warren. Also in attendance: Administrator Schulten & Admin. Asst. Bonfiglio.
- II. Minutes: Motion to approve minutes of the Budget & Appropriation hearing of August 21, 2013 by Monks, second by Amati. Motion to approve minutes of the regular meeting of August 21, 2013 by Amati, second by Monks. Both motions passed. Ayes: Amati, Monks, Sizemore & Warren. Nays: None.
- III. Correspondence: Thank you from the Crete Park District for participating in the Park-A-Palooza and inviting the library to also participate in the upcoming Trick or Treat Trail. Thank you from students at Coretta Scott King Magnet School for the recent program sponsored by the library.
- IV. Bills for payment: Several additional bills for payment. B. Allan Graphics in the amount of \$1295.00 for newsletter printing. Also construction payout #5, R. Smith Construction \$9799.00, Vortex Flooring, \$15291.01, Fineline Furniture \$3415.10, Frank Cooney Co \$1437.90, LFI \$10925.40, RJE Furniture \$20000.00 & Kwak Brothers \$3610.00. Motion to approve construction payout # 5 by Sizemore, second by Monks. Motion to approve all other bills as presented by Warren, second by Amati. Both motions passed on voice vote. Ayes: Amati, Monks, Sizemore & Warren. Nays: None.
- V. Financial report: Trustee Warren stated that after two months expenses are below expected amounts.
- VI. Librarian's report: Administrator Schulten reported that SWAN is in the process of choosing a new vendor for the database. They should have a decision by the end of the year.
- VII. Public comment: No public comment.
- VIII. Community outreach: Trustee Sizemore went to the Township meeting & learned of the demand for senior services. She mentioned the library furniture sale and the re-design. Trustee Amati attended the School Board meeting, she mentioned the Coffee Connection that is staffed by the students & the recent summer intern program at the library.
- IX. Other reports:
 - A. Friends of the Crete Public Library: Trustee Amati reported that the Friends will not have a Fall book sale. They may start to accept donations sometime after the grand re-opening party.
 - B. Crete Library Foundation: The Foundation will meet next month.

X. Old business:

- A. Re-Design Update: Ms. Schulten explained that the project is winding down. Most of the furniture has been delivered and the meeting room table legs have been retro fitted with casters. RJE will be in next week to exchange the panels on the DIRT walls. There are several additional projects that Norman Electric needs to work on. Including wiring the bathroom doors for handicap openings. Van Steel will work on the gutters. The security cameras have been installed but will need to be connected to the network.
- B. Library sale of old furniture update: Ms. Schulten stated that most of the excess furniture had been sold. There are a few tables & chairs left & some items that still need to be picked up. The sale made a little over \$2800.00. The library is still looking into recycling the metal shelving.
- C. Grand Re-Opening Date – October 19, 2013: The party will include some entertainment for adults & children, give aways and a contest that will highlight each new area of the library.
- D. FY 2014 Per Capita Grant: Motion to approve FY 2014 Per Capita Grant by Amati, second by Bohner. Motion passed. Ayes: Amati, Bohner, Monks, Sizemore & Warren. Nays: None.

XI. New business:

- A. FY2013 Levy process: The board discussed the general process. The Administrator will have some samples of the levy with different rates for the board to view next month.

- XII. Adjournment: Motion to adjourn at 7:57 p.m. by Monks, second by Warren. Motion passed. Ayes: Amati, Bohner, Monks, Sizemore & Warren. Nays: None.

Respectfully Submitted,
Georgia Sizemore, Secretary