

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

**January 15, 2014
7:00 p.m.**

MEETING AGENDA

1. Call to order
2. Minutes
 - Minutes of the Regular Meeting December 11, 2013
3. Correspondence
4. Bills for payment
5. Financial Report
6. Librarian's Report
 - Tif Amschl - *Zinio* (e-magazine service) demo
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.
11. New Business
 - A. Review of 2013 closed session minutes
 - B. Humidifier replacement
 - C. Unplanned closing policy
 - D. Tuition reimbursement policy
 - E. Marian Engel
12. Adjournment

CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
January 15, 2014

- I. Call to order: Meeting called to order at 7:04 p.m. by President Tuttle. Those in attendance: President Tuttle, board members: Boehner, Monks, Sizemore, Van Zyl & Warren. Also in attendance: Administrator Schulten, Head of Adult Services, Amschl & Admin. Asst. Bonfiglio.
- II. Minutes: Motion to approve minutes of December 11, 2013 by Monks, second by Sizemore. Motion passed. Ayes: Boehner, Monks, Sizemore, Van Zyl & Warren. Nays: None.
- III. Correspondence: Various Thank You cards from staff members & Jay Ruklic for the holiday party & bonus.
- IV. Bills for payment: President Tuttle asked which door needed to be repaired by Elmer & Son. Administrator Schulten explained that it was one of the upstairs fire doors. Trustee Boehner asked about the SWAN licenses. Those were for the self-checkout machines & one extra port. Motion to approve all bills as presented by Boehner, second by Van Zyl. Motion passed on voice vote. Ayes: Boehner, Monks, Sizemore, Van Zyl & Warren. Nays: None.
- V. Financial report: Trustee Warren reported that the library has received nearly all the income for the fiscal year & that expenses are below expected for first half of the fiscal year.
- VI. Librarian's report: Administrator Schulten mentioned the March PLA meeting which will be held in Indianapolis this year. Several staff members will attend. She also reported that an article written about the library's renovation project by Youth Services Michelle Madsen will appear in the next issue of the *ILA Reporter* magazine. Ms. Amschl showed the trustees the new Zinio application. Zinio can be used by Crete patrons to download e-magazines through the library's website.
- VII. Public comment: No public comment.
- VIII. Community outreach: Both trustees Boehner & Warren were unable to make their meetings. President Tuttle attended the RAILS meeting. The outsourcing of delivery has started and so far everything is going well. RAILS will attempt to increase consulting & continuing education services for member libraries.
- IX. Other reports:
 - A. Friends of the Crete Public Library: The Friend's did not meet but the Spring Book Sale is set for early April. They have started accepting donations.
 - B. Crete Library Foundation: The Foundation did not meet.
- XII. Old business:
 - A. Re-Design update: Ms. Schulten reported that the replacement signs for the shelving have been installed & the correct hassocks were delivered. The remaining tasks are: new signs throughout the building & re-hanging the artwork.

XIII. New business:

- A. Review of 2013 closed session minutes: There were 2 months with closed session minutes April & May both dealt with the Administrator's evaluation. Motion to keep closed session minutes closed by Warren, second by Boehner. Motion passed. Ayes: Boehner, Monks, Sizemore, Van Zyl & Warren. Nays: None.
- B. Humidifier replacement: The current humidifier system is not working well; the canisters must be replaced annually at a significant cost because of Crete's hard water. A humidifier is necessary for the computers as well as the books in the building. The library's HVAC company Arctic Engineering has submitted a proposal for a new system. The new system uses trays that can be quickly & easily cleaned. The board asked about the warranty on the new system. The Administrator will let them know.
- C. Unplanned closing policy: With the recent bad weather the library opted to open but with shortened hours. Currently when bad weather is expected, the Administrator checks the weather, reviews other area closings and then consults with the board president. In some cases, staff who have a long drive or live in areas that are experiencing worse conditions were allowed to stay home. At this time all staff gets paid whether they come to work or not. The library needs to set up a policy that will be equitable for all staff when there is an emergency closing.
- D. Tuition reimbursement policy: The board resumed the discussion concerning tuition reimbursement. This subject had been tabled during the re-design project. Ms. Schulten had sample policies from other libraries for the board to look over. Overall the board was for a tuition reimbursement policy but they wanted to refine the details of the policy. Ms. Schulten will work on the details.
- E. Marian Engel: Ms. Engel was a founding member of the Crete Public Library District and served on the board for many years. Her family indicated that any donations should go to the Crete Library Foundation. The board will need to decide how to spend the funds & how to honor Ms. Engel. Several suggestions were discussed.

XIII. Adjournment: Motion to adjourn at 8:04 p.m. by Monks, second by Sizemore. Motion passed. Ayes: Boehner, Monks, Sizemore, Van Zyl & Warren. Nays: None.

Respectfully Submitted,
Georgia Sizemore, Secretary