

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

**February 19, 2014
7:00 p.m.**

MEETING AGENDA

1. Call to order
2. Minutes
Minutes of the Regular Meeting January 15, 2014
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. Humidifier replacement (Action item)
 - B. Unplanned Closing Policy (update)
 - C. Tuition Reimbursement Policy (update)
11. New Business
 - A. Library General Liability Insurance (information)
 - B. Capital Replacement Plan (information)
12. Adjournment

CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
February 19, 2014

- I. Call to order: Meeting called to order at 7:00 p.m. by President Tuttle. Those in attendance: President Tuttle, board members: Amati, Boehner, Monks, Sizemore & Warren. Also in attendance: Administrator Schulten, Head of Adult Services Amschl & Admin. Asst. Bonfiglio.
- II. Minutes: Motion to approve minutes of January 15, 2014 by Boehner, second by Monks. Motion passed. Ayes: Amati, Boehner, Monks, Sizemore & Warren. Nays: None.
- III. Correspondence: Various Thank You cards from the staff for the holiday party. Notice from the State of Illinois stating that the library will receive the Per Capita Grant.
- IV. Bills for payment: Trustee Boehner asked about the Center Point Large Print bill. Ms. Amschl explained that the library has a standing order each month for several books. Trustee Sizemore wondered about the quarterly charge for Arctic Engineering. Administrator Schulten said that the library pays a quarterly maintenance fee for the HVAC system. The amount is significantly lower than the previous company. Motion to approve all bills as presented by Warren, second by Boehner. Motion passed on voice vote. Ayes: Amati, Boehner, Monks, Sizemore & Warren. Nays: None.
- V. Financial report: Treasurer Warren stated that the library is in fine financial shape & that expenses are under expected levels for the year.
- VI. Librarian's report: Administrator Schulten handed out copies of the *ILA Reporter* which featured the article on the library's renovation project. She also talked about the recent Legislative breakfast. Library representatives from the area met with a few legislators to discuss various concerns. Ms. Schulten also passed around some artwork that was proposed by Ms. Heide-Kracik who works in the children's department. Finally, Ms. Schulten reviewed the cost of snow removal to date.
- VII. Public comment: No public comment.
- VIII. Community outreach: Trustees Amati & Sizemore were unable to attend the scheduled meetings. President Tuttle attended the school board meeting. She learned that the teachers have been without a contract for 6 months now. The board set up the meeting schedule for March & April.
- IX. Other reports:
 - A. Friends of the Crete Public Library: The Friends did not meet last month due to the weather. They will meet next Tuesday.
 - B. Crete Library Foundation: The Foundation did not meet.

XI. Old business:

- A. Humidifier replacement (action item): The warranty for the new unit would be two years. This system is the best option because of the poor quality of the local water supply. Motion to purchase new humidifier system by Monks, second by Boehner. Motion passed on voice vote. Ayes: Amati, Boehner, Monks, Sizemore & Warren. Nays: None.
- B. Unplanned Closing Policy (update): The board discussed the revised policy. It has two parts: the procedure to close and how staff will be compensated. The board made some more minor adjustments.
- C. Tuition Reimbursement Policy (update): The board continued the discussion of the tuition policy. The changes will be added and the discussion will continue next month.

XII. New business:

- A. Library General Liability Insurance (information): Administrator Schulten met with a representative from LIRA to learn more about its insurance pool for public libraries. The board was interested and would like a representative come to the next board meeting.
- B. Capital Replacement Plan (information): The Capital Replacement Plan details the expected life of various aspects of the building & equipment. It will help the library plan financially for future repairs/replacements. Ms. Schulten would like the help of Professional Building Services who could recommend companies that will be able to assess the structure and equipment, so accurate estimates for life span, repair/replacement costs can be determined.

XIII. Adjournment: Motion to adjourn at 8:23 p.m. by Boehner, second by Sizemore. Motion passed. Ayes: Amati, Boehner, Monks, Sizemore & Warren. Nays: None.

Respectfully Submitted,
Georgia Sizemore, Secretary