

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

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

**MEETING AGENDA**

1. Call to order
2. LIRA Presentation (Erika Morris) - information about the public liability insurance pool for public libraries spearheaded by the Illinois Library Association.
3. Minutes  
    Minutes of the Regular Meeting February 19, 2014
4. Correspondence
5. Bills for payment
6. Financial Report
7. Librarian's Report
8. Public Comment
9. Community Outreach
10. Other reports
  - A. Friends of the Crete Public Library
  - B. Crete Library Foundation
11. Old Business
  - A. Emergency Closing Policy (action)
  - B. Tuition Reimbursement Policy (action)
  - C. Library general liability insurance (information/action)
  - D. Capital Replacement Plan (information)
12. New Business
  - A. Administrative Librarian Annual Review - appointment of Performance Review Committee
  - B. FY2015 Per Capita Grant Requirements
13. Adjournment

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

- I. Call to order: Meeting called to order by President Tuttle at 7:02 p.m. Those in attendance: President Tuttle, board members: Amati, Boehner, Sizemore, Van Zyl & Warren. Also in attendance: Administrator Schulten, Head of Adult Services Amschl, Admin. Asst. Bonfiglio, from Libraries of Illinois Risk Agency (LIRA) Erika Morris & Marcus Henthorn.
- II. LIRA Presentation – Information about the public liability insurance pool for public libraries spearheaded by the Illinois Library Association: Ms. Morris & Mr. Henthorn explained the insurance pool and answered questions concerning the difference between LIRA and conventional insurance coverage.
- III. Minutes: Motion to approve minutes of the regular meeting of February 19, 2014 by Boehner, second by Amati. Motion passed. Ayes: Amati, Boehner, Sizemore, Van Zyl & Warren. Nays: None.
- IV. Correspondence: Thank you from staff member LeVault for flowers.
- V. Bills for payment: Trustee Warren asked about the check for Adam Miller. Ms. Amschl explained that he was folk storyteller for an adult program. Motion to approve all bills as presented by Warren, second by Boehner. Motion passed on voice vote. Ayes: Amati, Boehner, Sizemore, Van Zyl & Warren. Nays: None.
- VI. Financial report: Treasurer Warren stated that the expenses were below budget for the fiscal year.
- VII. Librarian's report: Ms. Schulten mentioned that there are some decisions that need to be made concerning a cd & several small bank accounts. The board will discuss the accounts in the coming months. The Village of Crete's annual TIF meeting will be Friday.
- VIII. Public comment: No public comment.
- IX. Community outreach: Trustee Boehner went to the Crete Village board meeting and mentioned the upcoming book sale & other programs. Trustee Sizemore attended the School Board meeting and highlighted Teen Tech Week. Trustee Warren went to the Park District meeting and learned that they would like more cooperation with the library concerning the type & timing of some programs.
- X. Other reports:
  - A. Friends of the Crete Public Library: The Friends are preparing for the Spring Book Sale next month. They are coordinating volunteers & donations.
  - B. Crete Library Foundation: The Foundation did not meet.

XI. Old business:

- A. Emergency Closing Policy (action): Motion to approve Emergency Closing Policy by Sizemore, second by Amati. Motion passed. Ayes: Amati, Boehner, Sizemore, Van Zyl & Warren. Nays: None.
- B. Tuition Reimbursement Policy (action): Motion to approve Tuition Reimbursement Policy by Boehner, second by Amati. Ayes: Amati, Boehner, Sizemore, Van Zyl & Warren. Nays: None.
- C. Library General Liability Insurance (information/action): The board discussed the differences between the traditional insurance coverage and the coverage provided by the LIRA pool. A special meeting on April 2<sup>nd</sup> at 7:00 p.m. will be held so that the board can further discuss & make a decision concerning the liability insurance.
- D. Capital Replacement Plan: Ms. Schulten reported that she had talked to Chad Charon from PBS & they are very interested in helping with the Capital Replacement Plan. He should have more information by the next board meeting.

XII. New business:

- A. Administrative Librarian Annual Review – appointment of Performance Review Committee: The Performance Review Committee will be trustees Monks & Van Zyl. All evaluations should be returned to either trustee by the end of March.
- B. FY2015 Per Capita Grant Requirements: Due to time constraints the FY2015 Per Capita Grant Requirements was tabled.

XIII. Adjournment: Motion to adjourn at 8:43 p.m. by Amati, second by Boehner. Motion passed. Ayes: Amati, Boehner, Sizemore & Warren. Nays: None. Ms. Van Zyl left the meeting at 8:30 p.m.

Respectfully Submitted,  
Georgian Sizemore, Secretary