

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

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

LEVY HEARING

MEETING AGENDA

1. Call to order
2. Swearing in of new trustees
3. Minutes
Minutes of the Regular Meeting October 15, 2014
4. Correspondence
5. Bills for payment
6. Financial Report
7. Librarian's Report
Tif Amschl, Head of Adult Services – SWAN migration update.
8. Public Comment
9. Community Outreach
10. Other reports
 - A. Friends of the Crete Public Library
 - B. Crete Library Foundation
11. Old Business
 - A. FY2014 Levy Ordinance 14-05 (action) The Board will approve the request for property tax funds in the amount of \$1,714,000 to operate the library during FY2014/15.
 - B. JMA Building Audit (draft report review)
12. New Business
 - A. FY2014 Financial Audit (draft report review) This will be a preliminary review of the library's 2013/14 fiscal year.
 - B. LIRA (Public Liability Insurance Consortium) Renewal update & Loss Control Assessment.
 - C. Staff recognition
 - D. Personnel Policy
13. Adjournment

CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES OF
November 19, 2014

- I. Call to order: Meeting called to order by Vice-President Boehner at 7:09 p.m. Those in attendance: Vice-President Boehner, board members: Sizemore, Van Zyl & Warren. Also in attendance: Administrator Schulten, Head of Adult Services Amschl, Admin. Asst. Bonfiglio & Synthia Noble.
- II. Swearing in of new trustee: Synthia Noble was sworn in.
- III. Minutes: Motion to approve minutes of October 15, 2014 by Noble second by Sizemore. Motion passed. Ayes: Noble, Sizemore, Van Zyl & Warren. Nays: None.
- IV. Correspondence: Good-Bye letter from former employee Jason Rock. Thank you card from Audrey DeMuth for the room dedication ceremony.
- V. Bills for payment: One additional bill for payment to JMA Architects in the amount of \$3560.00. Motion to approve listed bills by Sizemore, second by Warren. Motion to pay additional bill to JMA Architects by Warren, second by Van Zyl. Both motions passed on voice vote. Ayes: Noble, Sizemore, Van Zyl & Warren. Nays: None.
- VI. Financial report: Trustee Warren reported that at the end of the first quarter, expenses are on target.
- VII. Librarian's report: Tif Amschl, Head of Adult Services – SWAN migration update. Ms. Amschl showed a power point presentation outlining the history of the migration & progress to date. She also mentioned that self-training modules are now available for the staff. In the months to come there will be more training and staff will have an opportunity to practice on the system.
- VIII. Public comment: No public comment.
- IX. Community outreach: Trustee Boehner went to a very short Township meeting. There was nothing new to report. Trustee Van Zyl attended the school board meeting. The board discussed the school report card.
- X. Other reports:
 - A. Friends of the Crete Public Library: Trustee Sizemore reported that the book sale went well. They had plenty of volunteers and many items to sell.
 - B. Crete Library Foundation: Ms. Schulten reported that they will need to choose a new paver color since the previous color has been discontinued.

XI. Old business:

- A. FY2014 Levy Ordinance 14-05 (action) The board will approve the request for property tax funds in the amount of \$1,714,000 to operate the library during FY2014/15: Motion to approve FY2014 Levy Ordinance 14-05 by Warren, second by Sizemore. Motion passed on voice vote. Ayes: Noble, Sizemore, Van Zyl & Warren. Nays: None.
- B. JMA Building Audit (draft report review): The board reviewed the building audit draft. They had some concerns regarding some of the replacement estimates. There also seemed to be some items that should be added.

XII. New Business:

- A. FY2014 Financial Audit (draft repost review) This will be a preliminary review of the library's 2013/14 fiscal year: The board reviewed the draft of the annual audit.
- B. LIRA (Public Liability Insurance Consortium) Renewal update & Loss Control Assessment: Ms. Schulten attended the annual meeting. Each library in the pool will receive a risk assessment report with recommendations that could limit the risk.
- C. Staff recognition: Motion to give all staff members a gift card in the amount of \$50.00 by Van Zyl, second by Sizemore. Motion passed on voice vote. Ayes: Noble, Sizemore, Van Zyl & Warren. Nays: None.
- D. Personnel Policy: The Management Association has reviewed the personnel policy and made some changes. The library will need to appoint a trustee & staff members to go over the changes. Ms. Schulten mentioned that with the possibility of a minimum wage increase, it is time to review the current salary schedule and prepare for increases resulting from a new minimum wage. The library has firsthand experience losing employees to higher paying libraries and it will be important to remain competitive. She distributed information on the current salary schedule and how a new minimum wage would impact it.

- XIII. Adjournment: Motion to adjourn at 8:31 p.m. by Sizemore, second by Warren. Motion passed. Ayes: Noble, Sizemore, Van Zyl & Warren. Nays: None.

Respectfully Submitted,
Georgia Sizemore, Secretary