

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

**March 18, 2015
7:00 p.m.**

MEETING AGENDA

1. Call to order
2. Capital Replacement Plan presentation – Jim Macieczczk (JMA)
3. Minutes
Minutes of the Regular Meeting February 18, 2015
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 – trustee appointment
11. Old Business
 - A. Administrative Librarian Search
 - B. Personnel Policy Review
12. New Business
 - A. FY 2016 Per Capita Grant Requirements
 - B. Building Projects
 - C. Technology Update
13. Adjournment

CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
March 18, 2015

- I. Call to order: Meeting called to order by Vice-President Boehner at 7:00 p.m. Those in attendance: Vice-President Boehner, trustees: Monks, Noble, Sizemore & Van Zyl. Board members absent: Russell-Henderson, Warren. Also in attendance: Administrator Schulten, Asst. Admin. Amschl, Admin. Asst. Bonfiglio, Jim Macieczczk & Joe Cash from JMA Architects.
- II. Capital Replacement Plan presentation –Jim Macieczczk (JMA): Mr. Macieczczk & Mr. Cash reviewed the Capital Replacement Plan with the trustees. Although the library building and its machinery are in good shape, they pointed out some issues that will need to be addressed in the near future. The board discussed a list of priorities and a general timeline for repairs/upgrades for the items that were inspected.
- III. Minutes: Motion to approve minutes of regular meeting of February 18, 2015 by Monks, second by Sizemore. Motion passed. Ayes: Monks, Noble, Sizemore & Van Zyl. Nays: None.
- IV. Correspondence: No correspondence.
- V. Bills for payment: There were no additional bills for payment. Motion to pay all bills as presented by Sizemore, second by Van Zyl. Motion passed on voice vote. Ayes: Monks, Noble, Sizemore & Van Zyl. Nays: None.
- VI. Financial report: Administrator Schulten reported that the library expenses are at 56% for the fiscal year, about 10% lower than expected. She also mentioned that there are two fund accounts that have outlived their usefulness. The Debt Service Fund and the Capital Projects Fund will need to be closed by resolution. She would also like to transfer the excess Corporate (General) Fund money from last fiscal year to the Special Reserve Fund.
- VII. Librarian's report: Ms. Schulten mentioned that Crete-Monee High School will be bringing recycle bins to the library to collect paper & magazines as part of a school project. The Library's Spring Shredding Event will be April 11th.
- VIII. Public comment: No public comment.
- IX. Community outreach: No community outreach.

- X. Other reports:
 - A. Friends of the Crete Public Library: The Spring book sale is set for the upcoming Saturday and the friends should have plenty of volunteers.
 - B. Crete Library Foundation-trustee appointment: Trustee Sizemore is stepping down from the Foundation and another trustee will need to take her place. The next meeting will be in May.
- XI. Old business:
 - A. Administrative Librarian Search: The board will interview 3 head hunting firms on March 28th. All 3 firms have experience finding eligible candidates & are familiar with libraries in the Chicagoland area.
 - B. Personnel Policy Review: The Administrator and some staff will meet with a representative from Management Association to review the policy changes. The revised policy will be presented to the Board at the May board meeting.
- XII. New business:
 - A. FY2016 Per Capital Grant Requirements: The board will start the requirements early while Administrator Schulten is still at the library.
 - B. Building Projects: One of the projects is to replace some of the full length employee lockers with double lockers. Some of the staff do not have a locker or are sharing a locker with other employees.
 - C. Technology Update: Administrator Schulten and the staff have some concerns regarding the quality of service from our current technology provider. Ms. Schulten has met with other administrators that have the same concerns and is looking into other options.
- XIII. Adjournment: Motion to adjourn at 8:41 p.m. by Monks, second by Sizemore. Motion passed. Ayes: Monks, Noble, Sizemore & Van Zyl. Nays: None.

Respectfully Submitted,
Georgia Sizemore, Secretary