

**CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Minutes of July, 15, 2009**

- I. Call to order: Meeting called to order by Vice-President Tuttle at 7:00 p.m. Those in attendance: Vice President Tuttle, board members, Amati, Daugherty, Wagner, and Warren. Absent: Kelly. Also in attendance, Administrator Schulten, Admin. Asst. Nelson, and Head of Adult Services Amschl.
- II. Minutes: Motion to approve minutes of the regular meeting June 17, 2009 by Daugherty, second by Warren. Motion passed unanimously.
- III. Correspondence: Thank you from employee Meder for the flowers sent following her surgery. Flyer announcing the upcoming Pig-nic. Invitation to attend and set up an information table at the Park-A-Palooza. Summary of the Illinois Municipal Retirement Fund annual report.
- IV. Bills for payment: Two additional bills for payment. One for McCann Group in the amount of \$1470.00 for software to control internet traffic. One for Comcast in the amount of \$156.58 for internet service. Motion to approve all bills for payment by Wagner, second by Warren. Motion passed unanimously on voice vote.
- V. Financial report: The financial report submitted by William Lau & Co. did not include the June bills paid in July.
- VI. Librarian's report: Administrator Schulten reported that the library has been extremely busy in all areas. Circulation is up 13%, the shelvers have added hours to keep up with the increase, and the children's programs continue to be well attended. Schulten also discussed the Trustee workshop and had some handouts for the trustees who were unable to attend.
- VII. Public comment: No public comment.
- VIII. Community outreach: Trustee Warren attended the Village Board meeting and reported that there was nothing of significance that was discussed.
- IX. Other reports:
 - A. Friends of the Crete Public Library District: The Friends group will not meet until August.
 - B. Crete Library Foundation: The Foundation will not meet until September

X. Old Business:

- A. Per Capita Grant: Review of Section #700 Reference Service & #800 Material Selection: The current reference service and material selection policy was discussed.
- B. Annual floating holiday: The trustees were in favor of using a floating holiday in lieu of closing for Veteran's Day.
- C. Masonry work for sign: Trustee Wagner brought in an estimate and catalog from one company, and samples from another company. Trustee Amati suggested that before a decision was made Administrator Schulten should see the samples and obtain an estimate from the second company.

XI. New Business:

- A. Minutes of Closed Session FY2008/09: Motion to keep the minutes of any closed session FY 2008/09 closed by Amati, second by Daugherty. Motion passed unanimously.
- B. Per Capita Grant: Building Maintenance Plan: Schulten provided the trustees with a detailed spreadsheet which listed the various maintenance repairs or replacements and also estimates of any future repairs. She also suggested that the library may want to develop a renovation plan that could be completed by the time of the library's 50th anniversary in 2013.
- C. Per Capita Grant: Review of Administrative Ready Reference – Library Financial Policy: As the library grows it is responsible for the spending of more tax money. A review of current guidelines, basic tax laws, and policies of other libraries, will help determine the limits for spending & banking procedures.
- D. FY2008/09 Illinois Public Library Annual Report (IPLAR) and appointment of Secretary's Audit Committee: The secretary's audit committee will be trustees Daugherty, and Wagner. They will review the minutes of the last year and approve them.
- E. Long Range Plan 3rd & 4th Quarterly Report (combined): Progress on the long range plan was reviewed and the trustees will email Schulten with feedback on the progress. The Board and staff might want to think about another long-range planning session next Spring.

XII. Adjournment: Motion to adjourn at 8:05 by Amati, second by Wagner. Motion passed unanimously.

Respectfully submitted,
Jacqueline S. Amati, Secretary