

CRETE PUBLIC LIBRARY BOARD OF TRUSTEES

AGENDA

June 19, 2002

7:00 P.M.

1. Call to order
2. Minutes
 - Regular Meeting of May 21, 2002
3. Correspondence
4. Bills for payment
5. Librarian's Report
6. Financial Report
7. Public comment
8. Other reports
 - A. Friends of the Library
 - B. Crete Library Foundation
9. Old Business
 - A. Ordinance 02-02 Prevailing Wage
 - B. Ordinance 02-04 FY2002/03 Meeting Schedule
 - C. Sun Village Project
 - D. Bond payment
 - E. Building maintenance – ironwork painting
10. New Business
 - A. Personnel
 1. Name tags
 2. Administrative Librarian – annual review
 - B. Closed Session for deliberations concerning salary schedules for one or more classes of employees
11. Adjournment

**CRETE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES OF MEETING OF JUNE 19, 2002**

- 1. Call to order: Vice President Ruklic called meeting to order at 7:04 p.m. In attendance: board members Ruklic, Kelly, Amati, Engel, Fuller, Stoll; absent President Mucha. Also in attendance: library director Schulten.**
- 2. Minutes of regular meeting of May 21, 2002: Motion by Engel, second by Fuller, to approve. Motion passed unanimously.**
- 3. Correspondence: Donation from Crete Woman's Club of \$100.00. Thank you note from Crete-Monee High School for allowing them to use the library for AP tests.**
- 4. Bill for payment: In addition to regular bills, additional bills for \$697.59 for books and \$284.15 for large print material. Motion by Stoll, second by Amati, to approve. Motion passed unanimously on voice vote.**
- 5. Librarian's report: Nothing extra.**
- 6. Financial report: Question raised on contingency line, which Schulten explained was low because of opening Coffee Connection.**
- 7. Public comment: None.**
- 8. Other reports**
 - A. Friends of the Library: Summer vacation.
 - B. Crete Library Foundation: Summer vacation.
- 9. Old business:**
 - A. Ordinance 02-02 Prevailing Wage: Motion by Amati, second by Engel, to approve ordinance to abide by county's prevailing wage rate. Motion passed unanimously.
 - B. Ordinance 02-04 FY2002/03 Meeting Schedule: Motion by Stoll, second by Engel, to approve. Motion passed unanimously.
 - C. Sun Village Project: Tabled.
 - D. Bond Payment: Motion by Engel, second by Amati, to pay \$6,2846.88. Motion passed unanimously on voice vote.

E. Building Maintenance: Ironwork painting tabled.

10 New Business:

A. Personnel: Decision to remove name label from circulation desk.

2. Fund transfer: Motion by Stoll, second by Engel, to transfer \$50,000.00 from the general fund to IPTIP. Motion passed unanimously on voice vote.

3. Budget hearing: Reminder of budget appropriation hearing before July meeting.

4. Schulten informed board she will be on vacation from July 4-14.

5. Window shades: Motion by Ruklic, second by Amati, to allow Schulten to spend up to \$2,500.00 on shades for east/west windows. Motion passed unanimously on voice vote.

6. Publicity: Motion by Amati, second by Stoll, to create publicity committee of board members Stoll, Amati, and Engel. Motion passed unanimously.

Motion by Engel, second by Amati, at 8:05 p.m. to adjourn regular meeting for closed session. Motion passed unanimously.

10. New Business:

B. Personnel: Regular session called back to order at 8:27 p.m. Motion by Engel, second by Stoll, to give 3% cost of living adjustment for eligible staff members and to give Schulten a written performance evaluation noting her work exceeds expectations. Motion passed unanimously on voice vote.

C. Per capita grant: Motion by Stoll, second by Engel, to approve application for submission. Motion passed unanimously.

11. Adjournment: Motion by Amati, second by Fuller, to adjourn at 8:38 p.m. Motion passed unanimously.

Respectfully submitted,

Patricia T. Kelly, Secretary