

CRETE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA

December 18, 2002

7:00 P.M.

BOARD MEETING

1. Call to order
2. Minutes
 - Levy Hearing
 - Regular Meeting of November 20, 2002
3. Correspondence
4. Bills for payment
 - Bond payment \$187,846.88
5. Librarian's Report
6. Financial Report
7. Public comment
8. Other reports
 - A. Publicity Committee
 - A. Friends of the Library
 - A. Crete Library Foundation
9. Old Business
 - A. Crete Public Library District Annual Tax Rate (Ordinance 02-07)
 - B. Computer/print management software
 - C. Audit proposals
 - D. December bond payment
 - E. Holiday party and staff recognition
10. New Business
 - A. Closed session minutes
 - B. Financial Committee
11. Closed Session for the purposes of the appointment, employment and dismissal of employees and for the purposes of the discussion of the minutes of closed session meetings.
12. Adjournment

**CRETE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES OF DEC. 18, 2002, MEETING**

1. Call to order: Meeting called to order at 7:02 p.m. by President Mucha. Also in attendance: board members Engel, Stoll, Amati, and Kelly, and director Schulten. Absent: board members Fuller and Ruklic.
2. Minutes: Motion by Kelly, second by Engel, to approve minutes of levy hearing and of regular meeting of Nov. 20, 2002. Motion passed unanimously.
3. Correspondence: Thank you note from Carol Bruns for plant sent at father's death. Thank you note from Martha Schlagel for silver box denoting 25 years of service. Letter from Secretary of State Jesse White announcing Public Library Per Capita Grant of \$23,942.50.
4. Bills for payment: In addition to regular bills and bill from Coluzzi listed in Librarian's Report, bond payment of \$187,846.88. Motion by Engel, second by Stoll, to pay all bills. Motion passed unanimously on voice vote.
5. Librarian's Report: Nothing to add.
6. Financial Report: "Holding pretty steady," according to Schulten.
7. Public Comment: None.
8. Other reports:
 - A. Publicity Committee: Working on article for first of the year.
 - B. Friends of the Library: Arranging Booktalking program with Trudy Lindsey for next year.
 - C. Crete Library Foundation: Nothing to report.
9. Old Business:
 - A. Crete Public Library District Annual Tax Rate (Ordinance 02-07): Motion by Engel, second by Stoll, to seek \$.05 increase in tax rate. Approved unanimously on voice vote.
 - B. Computer/print management software: No final price yet.
 - C. Audit proposals: Schulten advised to get price schedule from Knutte Associates.
 - D. December bond payment: Handled earlier in meeting.
 - E. Holiday party and staff recognition: Motion by Engel, second by Amati, to give staff gift certificates. Motion passed unanimously on voice vote.
10. Closed session: Motion by Engel, second by Stoll, to enter closed

session for the purpose of the appointment, employment or dismissal of employees. Motion passed unanimously.

Board retired to closed session at 7:39 p.m.

Board returned to open session at 7:48 pm.

11. New Business:

A. Motion by Stoll, second by Engel, to keep minutes closed; motion passed unanimously.

B. Financial committee: Members to review financial statements to review outgo and seek ways to cut back.

C. Security: Need for security system to be discussed next year.

12. Adjournment: Motion by Stoll, second by Amati, to adjourn at 7:55 p.m. Motion passed unanimously.

Respectfully submitted,
Patricia T. Kelly, Secretary