

# CRETE PUBLIC LIBRARY BOARD OF TRUSTEES

## AGENDA

April 16, 2003

7:00 P.M.

### BOARD MEETING

1. Call to order
2. Installation of new trustees
3. Minutes
  - Regular Meeting of March 19, 2003
  - Special Meeting of March 26, 2003
4. Correspondence
5. Bills for payment
6. Librarian's Report
7. Financial Report
8. Public comment
9. Other reports
  - A. Finance Committee
  - C. Friends of the Library
  - D. Crete Library Foundation
10. Old Business
  - A. Referendum results
  - B. Automation Upgrade
11. New Business
  - A. Meteorite donation
  - B. FY2003/04 Budget process & 2002 Levy report
  - C. Building & Maintenance Ordinance 03-01 (draft)
  - D. Mileage per diem rate adjustment
  - E. FY2004 Per Capita Grant requirements
    - I. *Serving Our Public*, Chapters IV & VII
12. Adjournment

CRETE PUBLIC LIBRARY BOARD OF TRUSTEES MEETING  
APRIL 16, 2003

1. Meeting called to order at 7:05. Present: Trustees Kelly, Engel, Fuller, Amati, Director Schueltan, members of press: Wantuch and Sullivan.
2. Installation of new trustees: Motion to table by Engel, second by Fuller, Vote: Ayes 4, Nays 0.
3. Minutes: Regular Meeting March 19, 2003. Motion to approve by Fuller, second by Engel. Ayes 4, Nays 0.  
Special Meeting March 26, 2003. Motion to approve by Fuller, second by Engel. Ayes 4, Nays 0.
4. Correspondence: A) Sat, May 3, Trustee meeting at Park Forest Library 9-12 a.m. Kelly, Fuller, Engel, Amati agreed to attend.  
B) Invitation to groundbreaking for new library in Orland Park.  
C) Business Education Partnership dinner: Fuller and Schueltan will attend.  
D) Thank you for sympathy card from Barbara Cox.  
E) Thank you for service from Doreen Pizzato.  
F) Invitation to an intergovernmental reception at the Willard Wood Center from the Park District for May 30, 7-9p.m.
5. Bills for Payment: Move to approve by Engel, second by Fuller. Roll Call: Aye: Engel, Fuller, Kelly, Amati.  
Nay: no one.
6. Librarian's Report:
7. Financial Report: Still balanced.
8. Public Comment: none.
9. Other Report:  
A) Finance Committee: no one present.  
B) Friends of Library: Meeting end of April.  
C) Foundation: Meets in May.
10. Old Business:  
A) Referendum results: not good.  
B) Automation Upgrade: Server will be installed this week; next week furniture rearrangement.  
C) Cybrarian software: We will get \$500.00 refund and \$1300.00 of free software module.
11. New Business:  
A) Meteorite donation. Meteorite from the recent shower will be donated if we promise not to sell. Fuller moved to accept, Engel seconded. Ayes 4, Nays 0.

CRETE PUBLIC LIBRARY MINUTES OF REGULAR APRIL MEETING  
Continued.

11: New Business continued.

B) FY2003/04 budget process and 2002 Levy report: \$18,000 new growth revenue. \$1300 revenue loss. Action due next month.

C) Building & Maintenance Ordinance 03-01 draft: Draft form and information report next meeting.

D) Mileage per diem rate adjustment: decreased from 35.5 per mile to .35 per mile. Engel moved to accept the decrease, Fuller seconded. Ayes: 4, Nays 0.

E) FY2004 Per Capita Grant Requirements

I. Serving Our Public, Chapters IV & VII. Engel moved to table until May meeting, Fuller seconded: Ayes 4, Nays 0.

F) General Discussion: State Minimum standards: 25 hours, including 6 hours split between 2 evenings, and also one weekend day. Suburban Library System minimum standards: 35 hours, including 4 weekend hours and 6 evening hours split between 2 evenings. Also: materials and acquisitions must be 12% or more of operating budget.

G) Set special meeting for later in month: Schueltan will notify board.

H) May meeting: May 21, 2003 at 3:30 p.m.

12. Engel moved to adjourn, Fuller seconded. Ayes 4, Nays 0. Motion carried. Meeting adjourned.

Jacqueline Amati  
Secretary, Pro-tem