

# CRETE PUBLIC LIBRARY BOARD OF TRUSTEES

## AGENDA

June 19, 2003

7:00 P.M.

### BOARD MEETING

1. Call to order
2. Minutes
  - Regular Meeting of May 21, 2003
3. Correspondence
4. Bills for payment
  - A. Bond payment \$58,346.88
5. Librarian's Report
6. Financial Report
7. Public comment
8. Other reports
  - A. Friends of the Crete Public Library
  - B. Crete Library Foundation
3. Old Business
  - C. FY2003/04 Prevailing Wage Ordinance 03-02
  - D. FY2003/04 Budget and Appropriation Ordinance 03-03
  - E. FY2003/04 Board Meeting Schedule 03-04
3. New Business
  - A. Holiday closing (Saturday, July 5, 2003)
  - B. Review of Collection Management Policy (Section 800)
  - C. Building maintenance
  - D. Administrative Librarian – annual review
3. Adjournment

**Crete Public Library Board of Trustees**  
**Regular Meeting of June 19, 2003**

1. Meeting called to order: Meeting was called to order at 7:00 p.m. by President Jay Ruklic. In attendance were Board members; Marian Engel, Jackie Amati, Pat Kelly, Randy Mucha, Susan Fuller, and Director Jane Schulten. Absent: Jessica Stoll. Public Guest: Dennis Sullivan.
2. Minutes of meeting of May 21, 2003: Motion by Mucha to approve, second by Pat Kelly. Motion approved unanimously.
3. Correspondence: No correspondence
4. Bills for payment: Motion by Kelly, second by Engle to approve bills for payment, including building bond payment of \$58,346.88. Motion carried unanimously on voice vote.
5. Librarian's Report: Jane Schulten handed out updated sections of the library's policy manual. Schulten reported that ten days into the summer reading program, there are 385 children signed up and 154 adults. Of the 154 adults this includes 44, 12 to 18 year olds. Diane Mau will be leaving the library to move to Florida, her job has been posted. All closed meetings will now be audio or videotaped and kept for 18 months. Signs to be put up in library and on front door announcing the closing of the library on Fridays beginning July 1, 2003.
6. Financial Report: Ruklic reported that the Library is on target with our finances.
7. Public Comment: Dennis Sullivan commented that the Library Board was in violation of the Open Meetings Act, because there was not a 48 hour notice of the meeting. Ruklic explained that all Library Trustees were notified on Wednesday at 6:00 p.m. that the monthly meeting was cancelled due to a power outage at the library and that the library was being closed early.
8. Other Reports:
  - A. Friends: Friends does not meet in the summer
  - B. Foundation: Next meeting will be July 8, 2003.
9. Old Business:
  - A. FY2003/04 Prevailing Wage Ordinance 03-02: Motion by Mucha, second by Engel to accept ordinance. Motion passed unanimously by voice vote.
  - B. FY2003/04 Budget and Appropriation Ordinance 03-03: Motion by Amati, second by Engel to accept the \$757,500, '03 budget. Motion passed unanimously by voice vote.
  - C. FY2003/04 Board Meeting Schedule 03-04: Motion by Mucha, second by Engel to accept the meeting schedule. Motion passed unanimously by voice vote.

10. New Business:

- A. Holiday Closing: The library will be open July 5, 2003.
- B. Review of Collection Management Policy (Section 800): Tabled until July Board meeting, so the Board will have time to review.
- C. Building Maintenance: Suggestions;
  - 1. Seal coat the parking lot – Put on hold
  - 2. Solar shades for long windows by fireplace – Look into cost
  - 3. Gutter extensions – Look into cost to buy & rivet them together
  - 4. Second floor window cleaning – Will wait
  - 5. Replace window in Jane Schulten's office – Will wait
- D. Administrative Librarian: Jane Schulten reported that this year the staff were completing self-evaluations and she would be willing to do the same for her annual review which would be presented to the Board for final approval. The Board decided to try the new approach.
- E. Salary Classification: The minimum wage increase may go into effect soon. This change will require an adjustment to the salary ranges of library employees.

10. Adjournment: Motion by Kelly, second by Amati, to adjourn at 7:59 p.m. Motion passed unanimously.

Respectfully submitted,

Susan K. Fuller, Secretary