

CRETE PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA

March 17, 2004
7:00 P.M.

1. Call to order
2. Minutes
 - Regular meeting of February 18, 2004
3. Correspondence
4. Bills for payment
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
 - A. Wine & Cheese Party (March 14, 2004)
 - B. Personnel
10. Closed Session for the purpose of the appointment, employment, discipline or compensation of specific employees of the public body.
11. New Business
 - A. Long Range Planning
 - B. 2004 Audit proposal
 - C. April 21st - Library Advocacy Day & Board Meeting
 - D. CM201U Post Prom donation
10. Adjournment

**Crete Public Library Board of Trustees
Minutes March, 17, 2004**

- 1. Call to Order:** Meeting called to order by President Ruklic at 7:00 p.m. Trustees attending were Marian Engel, Jackie Amati, Susan Fuller, Pat Kelly and Jessica Stoll. Absent was Randy Mucha. Also, present was Library Director Jane Schulten.
- 2. Minutes:** Minutes of last meeting were corrected to reflect Marian Engel's name. Motion to approve corrected minutes of February 18, 2004, meeting by Kelly, second by Engel. Minutes approved unanimously.
- 3. Correspondence:** A thank note from Martha Schlager for the retirement party and gift. A letter from the Crete Monee High School Prom Committee asking for a donation for Post Prom.
- 4. Bills for Payment:** Motion by Stoll, second by Engel to pay the bills. Motion unanimously approved by voice vote.
- 5. Librarian's Report:** Our new employee Gail Komer will be starting March 22nd as Head of Children's Services. The Board will send flowers to welcome her. Jane enjoyed attending the 2004 PLA Conference. There were 40 people who attended the Motor Age Program on March 9th and 40 people who attended the Antiques program on March 23rd
- 6. Financial Report:** Report shows that budget is at 67% of total for the year. Report does not reflect the Grant the library received. Furniture is at 273.15% due to the purchase of the new copier.
- 7. Public Comment:** None
- 8. Other Reports:**
 - A.** The Friends' Book sale was March 16th and they raised \$1,233.00 in book sales and \$175.00 in bake sales for a total of \$1408. Some of the remaining books will to be distributed to local charities.
 - B. Foundation:** New Treasurer of the Foundation is Mike Kazmierczyk.
- 9. Old Business:**
 - A. Wine & Cheese Fundraiser:** \$1,800.00 in ticket sales and about \$3,900.00 in total revenue from fundraiser for the Library Foundation.
 - B. Personnel:** The Board discussed the new library personnel.
- 10. Closed Session:** Moved by Stoll to go to Closed Session, second by Kelly. Unanimous vote. Moved by Kelly and second by Engel to return to Board meeting. Vote unanimous.

11. New Business:

- A. Long Range Planning: Tentative date for Long Range Planning is April 24, 2004. The volunteers who helped to do the The Day Without Libraries survey will be asked to attend along with Library employees and the Library Board.**
- B. 2004 Audit Proposal: William A. Lau & Company is asking for a 5% increase over last year to do the Library audit. The cost would be \$3,640.00. The Board will review other options.**
- C. April 21st Library Advocacy Day & Board Meeting: Since they both fall on the same day, the Board meeting will possibly be changed to April 24th before the Long Range Planning meeting. Mrs. Schulten will inform the Board if this will be possible.**
- D. Post Prom: The Board approved the purchase of a dictionary as a CMHS Post Prom donation. Motion by Stoll to give the Dictionary, second by Engel. Motion approved unanimously.**

9. Adjournment: Motion by Kelly, second by Stoll. Unanimous vote to adjourn.

Respectfully Submitted

**Susan Fuller
Secretary, Library Board Trustee**