

# CRETE PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA

December 15, 2004  
7:00 P.M.

## BOARD MEETING

1. Call to order
2. Minutes
  - Levy Hearing minutes of November 17, 2004
  - Regular meeting of November 17, 2004
3. Correspondence
4. Bills for payment
5. Librarian's Report
6. Financial Report
  - December 2004 Bond payment \$199,920
7. Public comment
8. Other reports
  - A. Friends of the Crete Public Library
  - B. Crete Library Foundation
9. Old Business
  - A. 2005 Referendum
    - I. Ordinance 04-08 Library Tax Rate
  - B. Declaration of Surplus Property
10. New Business
  - A. 2005 Standard Mileage Rates
  - B. Sick Leave policy
11. Adjournment

**Crete Public Library Board of Trustees  
Minutes of December 15, 2004**

- 1. Call to Order: Meeting called to order by President Ruklic at 7:03 p.m. Trustees attending were Amati, Engel, Fuller, Kelly, Mucha, Ruklic and Tuttle. Also, present was Library Director Jane Schulten.**
- 2. Minutes: Motion to approve Levy Hearing minutes of November 17, 2004, and Minutes of regular meeting by Kelly, second by Engel. Minutes approved unanimously.**
- 3. Correspondence: A thank you note from Carol Bruns for her gift and plaque and Jane Schulten for the Christmas gift certificate.**
- 4. Bills for Payment: No additional bills for payment. Motion by Engel, second by Amati to pay the bills. Motion unanimously approved by voice vote.**
- 5. Librarian's Report: New SWAN software release did not install well on computers, caused some problems for the network. Thanksgiving Eve was very slow. Will look in the future to closing the library early the day before Thanksgiving due to lack of library users.**
- 6. Financial Report: Mucha thinks the financial report looks good and is on schedule. Motion by Mucha, second by Engel to pay Bond of \$199,920. Unanimous by voice vote.**
- 7. Public Comment: None.**
- 8. Other Reports:**
  - A. Friends: Friends next meeting is January 25, 2005.**
  - B. Foundation: Next meeting will be January 11, 2005.**
- 9. Old Business:**
  - A. 2005 Referendum – Ordinance 04-08 Library Tax Rate: Motion by Engel to approve going for a referendum for the library, second by Amati. Vote unanimous. Board will look at previous Long Range Planning meeting notes for review on how better the Library educate those in the community to the needs of the library and pass a referendum.**
  - B. Declaration of Surplus Property: The inventory has not yet been done. Tabled until next meeting.**

**10. New Business:**

- A. 2005 Standard Mileage Rates: New mileage rates are 40.5 cents a mile effective January 1, 2005. Motion by Mucha, second by Amati to approve. Vote unanimous.**
  
- B. Sick Leave Policy: Draft a policy for the establishment of a sick leave pool for the library. The sick leave pool would allow eligible employees to donate excess personal sick time to a pool while others who exhaust their leave due to a catastrophic illness may use the donated time to cover their leave. Sick time accumulates up to 450 hours. Attorneys for the library will look at the draft and give a legal opinion. The library would like to have a permanent policy regarding sick time within the next ninety days. In the meantime, Ms. Schulten will set up a temporary procedure to deal with the current situation of an employee who is out of sick leave.**
  
- C. Dress Code: Ms. Schulten has discussed some sample dress policies with the staff to see if they would prefer a more general dress code statement or more specific guidelines.**
  
- D. Unexcused Absent: No disciplinary procedures in place. Library should be more specific about absents. Possibly try a verbal, written, day off and then firing.**

**Adjournment: Motion by Mucha, second by Fuller. Unanimous vote to adjourn at 7:55 p.m.**

**Respectfully Submitted  
Susan Fuller  
Secretary, Library Board Trustee**