

**CRETE PUBLIC LIBRARY BOARD OF TRUSTEES  
AGENDA**

JULY 20, 2005  
7:00 P.M.

**BUDGET & APPROPRIATION HEARING**

**BOARD MEETING**

1. Call to order
2. Minutes
  - Regular meeting of June 15, 2005
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
9. Old Business
  - A. FY2005/06 Budget & Appropriation Ordinance 05-02
  - B. Community Trustee Get Together follow-up
  - C. Library automation update
  - D. Library Impact Fee
10. New Business
  - A. Policy Manual Review
  - B. Appointment of Secretary's Audit Committee
  - C. Trustee Check signing
11. Adjournment

**Crete Public Library Board of Trustees  
Minutes of July 20, 2005**

1. **Call to Order:** Meeting called to order by President Ruklic at 7:08 p.m. Trustees attending were Amati, Fuller, Engel, Ruklic, Tuttle and Borgia. Also, present was Library Director Jane Schulten. Absent was Kelly.
2. **Minutes:** Move to approve Minutes from last meeting by Amati, second by Fuller. Minutes approved unanimously.
3. **Correspondence:** None.
4. **Bills for Payment:** Additional bills for payment are Honeywell, Inc. for \$3,842.00. They installed new air compressors. Motion by Amati, second by Engel to pay the bills. Motion unanimously approved by voice vote.
5. **Librarian's Report:** For Trustee education, please read Trustee Fact File. Reviewed six year statistical Comparison.
6. **Financial Report:** At 99.32%, on target for end of the year.
7. **Public Comment:** None.
8. **Other Reports:**
  - A. **Friends:** No meeting.
  - B. **Foundation:** Does not meet in the summer.
9. **Old Business:**
  - A. **FY2005/06 Budget & Appropriation Ordinance 05-02:** Requesting \$820,000. Motion by Amati, second by Borgia. Unanimous voice vote.
  - B. **Community Trustee Get Together Follow-up:** The meet & greet went very well. Would like to propose that we do this again before the end of the year.
  - C. **Library Automation Update:** New server was installed at a cost of \$5,971 for hardware and software.
  - D. **Library Impact Fee:** This fee has not been increased in ten years and provides much needed revenue for the library. Director Schulten will find out the procedures for amending ordinance with the Village.

**10. New Business:**

- A. Policy Manual Review: A draft of the absentee and dress code has now been addressed and should be reviewed for inclusion in Policy Manual. The Library needs to review professional with full time staff and benefits for full time and part time staff. Currently full time receives benefits immediately, part time only after one year.**
- B. Appointment of Secretary's Audit Committee: Borgia and Tuttle will review the Secretary's Library minutes for the last year.**
- C. Trustee Check Signing: Will change names on Library account adding Borgia and Tuttle and removing Mucha.**
- D. Fall Winnie Roast: This would be an open house for the Library.**
- E. Library Referendum: Ruklic appoints Amati and Engel to establish a committee to look into a library referendum for Fall 2006.**

**Adjournment: Motion by Tuttle, second by Fuller. Unanimous vote to adjourn at 8:40 p.m.**

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

Crete Public Library Board of Trustees  
July 20, 2005

The Budget and Appropriations Hearing called to Order at 7:00 p.m. by President Ruklic. In attendance were Trustees, Amati, Engel, Fuller, Borgia, Tuttle and Jane Schulten, Library Director. Absent was Kelly.

No public attendance. Meeting adjourned at 7:05 p.m.

Respectfully submitted,  
Susan K. Fuller, Secretary