

**CRETE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA**

BUDGET & APPROPRIATION HEARING

August 15, 2007

7:30 P.M.

BOARD MEETING

1. Call to order
2. Minutes
Minutes of Regular Meeting July 18, 2007
3. Correspondence
4. Bills for payment
5. Financial Report
William Lau & Associates informed us Friday morning that the financial reports would not be ready in time for the mailing of the board packets. They should be at the library on Monday if you would like them before the meeting.
6. Librarian's Report
7. Public Comment
8. Other reports
 - A. Friends of the Crete Public Library
 - B. Crete Library Foundation
9. Old Business
 - A. FY2007/08 Budget & Appropriation Ordinance 07-02
 - B. FY2006/07 Illinois Public Library Annual Report (IPLAR)
 - C. Library sign project
 - D. FY2008 Per Capita Grant - *Serving Our Public* (Chapter X "System & ILLINET Responsibilities")
 - E. EEOC case update
10. Closed Session (if needed to discuss litigation)
11. New Business
 - A. Crete PLD Disaster Plan
 - B. Procedure for disposal of records
 - C. Ask?Away Illinois
12. Adjournment

**CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Minutes August 15, 2007**

- I. Call to order: Meeting called to order by President Kelly at 7:35 p.m. Those in attendance: President Kelly, board members Amati, Angellotti, Ruklic, Tuttle and Warren. Also in attendance: Administrator Schulten, Administrative Asst. Nelson. New item to add to agenda: revise meeting room policy.
- II. Minutes of regular meeting of July 18, 2007: Motion to approve by Tuttle, second by Warren. Motion passed unanimously.
- III. Correspondence: Notice of Trustee workshop at Metropolitan Library System.
- IV. Bills for payment: Motion by Amati, second by Ruklic to approve all bills. Motion passed unanimously on voice vote.
- V. Financial Report: A revised June 30, 2007 year end statement was handed out, showing the library with a budget deficit of \$445.82. Trustee Warren stated that this was not a common occurrence and that the deficit was mainly caused by the recent addition of new employees that needed to be in place before FY 2007/2008.
- VI. Librarian's Report: Schulten went over plans for the upcoming Teachers Open House. The library plans to have goody bags containing information about the Adult and Children's departments, as well as tours, food and a raffle. Bubble night was enjoyed by over 85 people. Final plans are being made for the Fall Family Fun Fest on October 6th. Instead of a character artist this year, there will be a photographer taking family photos in front of a fall backdrop. Photos will be emailed to participants. The statistics for July increased overall, with the most dramatic increases seen in computer usage and children's material. Lastly Administrator Schulten stated that employee Wiersma will be returning from maternity leave Sept 1st.
- VII. Public Comment: no public comment.
- VIII. Other Reports:
 - A. Friends of the Crete Public Library: The friends will meet August 28.
 - B. Crete Library Foundation: nothing to report. The Foundation will meet on September 11th.
- IX. Old Business:
 - A. FY 2007/2008 Budget & Appropriation Ordinance 07-02: Motion to approve by Tuttle, second by Ruklic. Motion passed unanimously on voice vote.
 - B. FY 2006/2007 Illinois Public Library Annual Report (IPLAR): Motion to approve IPLAR by Ruklic, second by Amati. Motion passed unanimously.

- C. Library Sign Project: After much discussion, the Board reached consensus on an electronic sign for the library. Board and staff will continue to look for digital signs that are the most effective. Trustees would also like to know what kind of financial support the library can expect from the Friends and Foundation groups.
- D. FY2008 Per Capita Grant – *Serving Our Public* (Chapter X “System & ILLINET Responsibilities”): As part of Per Capita Grant requirements, trustees were reminded that our library is just one in a system of libraries though out the state, and that we must cooperate with each other. It is also part of the trustees and staffs role to provide information and encourage residents to utilize ILLINET services.
- E. EEOC case update: The requested information was reviewed by our attorney. They indicated that everything seemed in order and that it may be some time before the case will be heard by the EEOC. They also gave the opinion that there is no evidence of discrimination and expect the case to be thrown out.

X. New Business:

- A. Crete Public Library District Disaster Plan: The disaster plan is in the process of being updated. Some aspects of the plan are the formation of various teams and lists of possible equipment, supplies, and their availability. Trustees and staff were asked to indicate if they had any items that could be borrowed in case of an emergency.
- B. Procedure for disposal of records: The Administrator went over the steps required by the Illinois Archives in order to dispose of any library records.
- C. Ask?Away Illinois: The library will participate in the Illinois State Library’s free trial of the online reference program that provides service 24/7. The library’s contribution will be 2 hours of reference per week.
- D. Meeting room policy: Due to some recent problems with several groups the staff has proposed some revisions that more clearly define non-profit groups and also state exactly what is available when a group uses the meeting rooms.

XI. Adjournment: Motion by Amati, second by Tuttle passed unanimously to adjourn at 8:47 p.m.

Respectfully submitted,
Jacqueline S. Amati, Secretary

**Crete Public Library District Board of Trustees
Budget and Appropriation Hearing
August 15, 2007**

The Budget and Appropriations Hearing called to order at 7:30 p.m. by President Kelly. In attendance were Trustees, Amati, Angellotti, Kelly, Ruklic, Tuttle, Warren. Also in attendance: Administrator Schulten and Administrative Asst. Nelson.

Ordinance No. 07-02 providing for the budget and appropriation of the Crete Public Library District, Will County, Illinois in the amount of \$1,362,200 for the fiscal year beginning July 1, 2007 and ending June 30, 2008 was presented.

No public attendance.

The hearing adjourned at 7:35 p.m.

Respectfully submitted,
Jacqueline S. Amati, Secretary