

**CRETE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA**

**BOARD MEETING
November 14, 2007
7:30 P.M.**

1. Call to order
2. Minutes
 - Minutes of Regular Meeting October 17, 2007
3. Correspondence
4. Bills for payment
5. Financial Report
 - Levy Discussion
 - Consultant Jamie Rachlin (Griffin, Kubik, Stephens & Thompson, Inc.)
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 Levy Ordinance 07-06
 - B. In-house Accounting
 - C. MLS Zone 8 & 9 In-service
 - D. Building Maintenance – carpet repair
10. New Business
 - A. Levy Hearing – November 28, 2007
 - B. FY2006/07 Treasurer's Report
 - C. Library Records Confidentiality Act (HB237 amended)
 - D. Annual Holiday Party
11. Adjournment

**CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Minutes of November 14, 2007**

- I. Call to Order: Meeting called to order by President Kelly at 7:31 p.m. Those in attendance: President Kelly, board members, Amati, Angellotti, Engel, Ruklic, Tuttle, Warren. Also in attendance: Administrator Schulten, Admin. Asst. Nelson, Consultant Rachlin, and employee Amschl.
- II. Minutes: Motion to approve minutes of October 17, 2007 meeting by Tuttle, second by Ruklic. Minutes approved unanimously.
- III. Correspondence: Invitation for trustees to join the staff in-service day December 14th at Prairie State College.
- IV. Bills for payment: No additional bills for payment. Motion to approve all bills by Engel, second by Amati. Motion passed unanimously on voice vote.
- V. Financial Report: Trustee Warren reported that the budget is at 27% and is slightly above what it should be for the first quarter. Consultant Rachlin discussed the levy request with the board members. He explained that growth projections for the community will have little effect on the levy formula. He also discussed the new legislation for the Working Cash Fund and how the library can maximize the Fund at this time.
- VI. Librarian's Report: Schulten reported that employee Houseworth's father had passed away and that the library had sent a plant. Schulten also reported the resignation of employees Starr and Bridge, and that two new employees had been hired for employee Starr's position. Interviews were under way for the remaining circulation position. The results of the second round of traffic counts showed a slight increase. October's count was 1519 patrons for the week, and November's count was 1634. The library averaged 27 patrons an hour. Lastly MLS will launch ecommerce November 15th. Ecommerce gives patrons the opportunity to pay fines & fees online with a credit card.
- VII. Public Comment: No public comment.
- VIII. Other Reports:
 - A. Friends of the Crete Public Library District: Trustee Amati reported on the success of the Fall Book Sale. The Friends made \$1441.25 on the sale, \$60.00 on book bags, and \$150.00 on new memberships. Most of the remaining books were taken to the Will Co. recycling event.
 - B. Crete Library Foundation: No meeting, nothing to report.

IX. Old Business:

- A. FY2007 Levy Ordinance 07-06: Motion to approve Levy Ordinance 07-06 by Warren, second by Amati. Motion passed unanimously on voice vote.
- B. In-house Accounting: Motion to hire Paylocity to run payroll starting January 1, 2008 by Tuttle, second by Engel. Motion passed unanimously.
- C. MLS Zone 8 & 9 In-service: In-service to be held December 14th at Prairie State College. Trustees are welcome to attend.
- D. Building Maintenance – carpet repair: It was decided to just re-glue the worst areas for now. The library received one proposal and is waiting for the second.

X. New Business:

- A. Levy Hearing-November 28, 2007: The levy hearing will be held November 28, 2007 7:30 p.m.
- B. Fy2006/07 Treasurer's Report: The report is not finished at this time.
- C. Library Records Confidentiality Act (HB237 amended): The amended law has made provisions for cases of emergency or immanent danger. A Police Officer may request patron information with out a court order. The library will need to change the policy in this regard, and will need to adopt a form for law enforcement officers to sign.
- D. Annual Holiday Party: The staff has voted for catering. Schulten & Nelson will price various options for board approval. The only employee reaching a milestone is Rita Clark at 5 years. Motion by Tuttle second by Warren for giving \$50.00 gift cards for each employee. Motion passed unanimously.

- XI. Adjournment: Motion by Engel, second by Angellotti passed unanimously to adjourn at 8:51 p.m.

Respectfully submitted,
Jacqueline S. Amati