

**CRETE PUBLIC LIBRARY BOARD OF TRUSTEES  
AGENDA**

**BOARD MEETING**

**June 17, 2009**

**7:30 P.M.**

1. Call to order
2. Swearing in of new trustee
3. Election of Officers
4. Minutes
  - Minutes of Regular Meeting May 20, 2009
  - Minutes of Closed Session of May 20, 2009
5. Correspondence
6. Bills for payment
7. Financial Report
8. Librarian's Report
9. Public Comment
10. Community Outreach
11. Other reports
  - A. Friends of the Crete Public Library
  - B. Crete Library Foundation
12. Old Business
  - A. FY2009/10 Premium Only Plan - Resolution 09-02
  - B. FY2009/10 Prevailing Wage Ordinance 09-03
  - C. FY2009/10 Meeting Dates & **Time** Ordinance 09-04
  - D. FY2009/10 Public Library Non-Resident Cards Ordinance 09-05
  - E. First United Bank – closing Payroll Account #132144
  - F. Illinois Prime Funds disposition
13. New Business
  - A. FY2010 Per Capita Grant requirements review calendar
  - B. Chapter 8 “Public Services: Reference & Reader’s Advisory Services” in ***Serving Our Public 2.0***
  - C. Review of Sections #700 Reference Service & #800 Material Selection
  - D. Annual floating holiday - discussion
  - E. Approval of Building Bond payment \$20,325 due June 30, 2009
14. Adjournment

**CRETE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Minutes of June 17, 2009**

- I. Call to order: Meeting called to order by President Kelly at 7:32 p.m. Those in attendance: President Kelly, board members, Amati, Daugherty, Ruklic, Tuttle, Wagner. Also in attendance: Assistant Administrator/Head of Adult Services Amschl, & Admin. Asst. Nelson. One item to add to agenda under new business, masonry work for sign.
- II. Swearing in of new trustee: Trustee Tuttle was sworn in.
- III. Election of Officers: Motion by Ruklic to retain the current officers for the next two years. Second by Daugherty. Motion passed unanimously on voice vote. The officers are as follows: President Patricia Kelly, Vice-President Margery Tuttle, Treasurer Matthew Warren, and Secretary Jacqueline Amati.
- IV. Minutes: Motion to approve minutes of regular meeting May 20, 2009 by Amati, second by Wagner. Motion passed unanimously. Motion to approve minutes of Closed Session May 20, 2009 by Wagner, second by Amati. Motion passed unanimously.
- V. Correspondence: Thank you from the Crete Pantry for the recent food donation. Thank you from the family of Coffee Connection employee Brandon Koven. Also a thank you from the Peotone Trustees regarding their recent visit.
- VI. Bills for payment: Motion to approve bills for payment by Ruklic, second by Amati. Motion passed unanimously on voice vote.
- VII. Financial report: The finances are on target with one more month left for the fiscal year. Trustee Amati stated that the in-house financial reports are easier to read.
- VIII. Librarian's report: The trustees asked Amschl if the new phone system was working well and also about the improvements to the public computers. Amschl reported that both systems were working well.
- IX. Public comment: No public comment.
- X. Community outreach: Trustee Wagner attended the Park District meeting and learned about Parkaplooza on Sept 12<sup>th</sup>. Trustee Tuttle went to the Township meeting and learned about the new community coffee house which is set to open in July. The coffee house will host a benefit dinner theatre in June. President Kelly encouraged the Trustees to attend if possible.
- XI. Other reports:
  - A. Friends of the Crete Public Library: Trustee Amati did not know how much money was made at the sale during garage sale weekend. The Friends will meet in August.
  - B. Crete Library Foundation: The foundation will not meet again until September.

XII. Old business:

- A. FY2009/10 Premium Only Plan – Resolution 09-02: Motion to approve the Premium Only Plan by Tuttle, second by Wagner. Motion passed unanimously on voice vote.
- B. FY2009/10 Prevailing Wage Ordinance 09-03: Motion to approve Prevailing Wage Ordinance by Amati, second by Daugherty. Motion passed unanimously on voice vote.
- C. FY2009/10 Meeting Date & Time Ordinance 09-04: Motion to approve meeting date & time ordinance with the new start time of 7:00 p.m. by Ruklic, second by Tuttle. Motion passed unanimously.
- D. FY2009/10 Public Library Non-Resident Cards Ordinance 09-05: Motion to approve Non-Resident Card Ordinance by Daugherty, second by Amati. Motion passed unanimously.
- E. First United Bank – closing Payroll Account # 132144: Motion to close Payroll Account # 132144 by Wagner, second by Ruklic. Motion passed unanimously on voice vote.
- F. Illinois Prime Funds disposition: The prime fund accounts will revert to money market accounts and will be renamed as well. Motion to change the prime fund accounts by Amati, second by Wagner. Motion passed with one absention.

XIII. New business:

- A. FY2010 Per Capita Grant requirements review calendar: With all the added requirements for the Per Capita Grant, Administrator Schulten has made up a calendar so the board can stay on track.
- B. Chapter 8 “Public Services: Reference & Reader’s Advisory Services” in *Serving our Public 2.0*: Head of Adult Services, Amschl discussed the current Reference & Reader’s Advisory services available to patrons.
- C. Review of Sections #700 Reference Service & #800 Material Selection: The draft of the new sections was discussed. Amschl explained that the library follows the recommendations of the American Library Association in regards to material selection and reference services.
- D. Annual floating holiday – discussion: Many libraries as well as Metropolitan Library System are open on Veteran’s Day. The purpose of a floating holiday is to replace Veteran’s Day by closing some other time during the year with Board approval.
- E. Approval of Building Bond payment \$20,325.00 due June 30. 2009: Motion to approve bond payment by Ruklic, second by Amati. Motion passed unanimously on voice vote.
- F. Masonry work for sign: The electronic sign had been installed and the masonry work is the last item that is needed to complete the project. Trustee Wagner offered to review the original drawings and come up with a design and materials list.

XIV. Adjournment: Motion to adjourn at 8:25 p.m. by Daugherty, second by Ruklic. Motion passed unanimously.

Respectfully submitted,  
Jacqueline S. Amati, Secretary