

**CRETE PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA**

**March 17, 2010
7:00 P.M.**

BOARD MEETING

1. Call to order
2. Minutes
Minutes of Regular Meeting February 17, 2010
3. Correspondence
4. Bills for payment
5. Financial Report
6. Librarian's Report
Technical Services Department report – Dept. Head Lori Williams
7. Public Comment
8. Community Outreach
9. Other reports
 - A. Friends of the Crete Public Library
 - B. Crete Library Foundation
10. Old Business
 - A. Copy machines – replacement plan
 - B. Administrative Librarian Review
11. New Business
 - A. FY2010/11 Budget Cycle
12. Adjournment

**CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Minutes of March 17, 2010**

- I. Call to order: Meeting called to order by President Kelly at 7:01 p.m. Those in attendance: President Kelly, board members Amati, Daugherty, Ruklic, Tuttle, Wagner & Warren. Also in attendance: Administrator Schulten, Head of Adult Services Amschl, Admin. Asst. Nelson. Item to be added to agenda, Children's Services furniture proposal.
- II. Minutes: Motion to approve minutes of regular meeting February 17, 2010 by Amati, second by Daugherty. Motion passed unanimously.
- III. Correspondence: Thank you from patron Nemeth for library computer classes. Reminder for the annual CM201U Wine & Cheese party March 27th.
- IV. Bills for payment: One additional bill for payment. General Casualty in the amount of \$6695.00 for Public Liability and Workmen's Comp insurance. Motion to approve all bills by Ruklic, second by Amati. Motion passed unanimously on voice vote.
- V. Financial report: Administrator Schulten explained that overall the budget is on target. A positive note is that most of the budgeted tax collections have been received.
- VI. Librarian's report: Head of Tech Services Williams presented an overview of the library website. She highlighted areas and links on the website that are the most useful for adults and children.
- VII. Public comment: No public comment.
- VIII. Community outreach: Trustee Wagner attended the Park District meeting; they thanked the library for posting their events on the library sign. Trustee Ruklic reported that the village police chief is now certified. He mentioned the library computer classes and the upcoming book sale. Trustee Tuttle attended the school board meeting but they went into closed session soon after starting the meeting. President Kelly went to the Township meeting and mentioned the census help available at the library.

IX. Other reports:

- A. Friends of the Crete Public Library: Plans are under way for the book sale.
- B. Crete Library Foundation: The foundation will meet on April 13th.

X. Old Business:

- A. Copy machines-replacement plan: This was tabled due to insufficient information.
- B. Administrative Librarian Review: The evaluation documents have been sent and are due back by March 30th. The review committee consisting of Trustees Daugherty, Wagner & Warren will meet and tabulate the results.

XI. New Business:

- A. FY2010/11 Budget Cycle: Administrator Schulten presented an overview of the budget cycle which starts next month. At this time the administrator is reviewing various expenditures and looking into any technology upgrades that will be needed.
- B. Children's Services Furniture Proposal: The proposal covers the cost of the furniture, delivery and installation. The furniture is highly specialized and few companies manufacture the items. Since the cost is below \$20,000 the library is not required to go out for bids. Motion to accept the proposal from LFI by Ruklic, second by Amati. Motion passed on voice vote.

- XII. Adjournment: Motion to adjourn at 8:11 p.m. by Wagner, second by Warren. Motion passed unanimously.

Respectfully submitted,
Jacqueline S. Amati, Secretary