

CRETE PUBLIC LIBRARY BOARD OF TRUSTEES

BOARD MEETING

AGENDA

January 18, 2012

1. Call to order
2. Minutes
 - Minutes of the Regular Meeting November 16, 2011
3. Correspondence
4. Bills for payment
5. Financial Report
6. Librarian's Report
 - Adult Services Report - Tiffany Amschl, Department Head
7. Public Comment
8. Community Outreach
9. Other reports
 - A. Friends of the Crete Public Library
 - B. Crete Library Foundation
10. Old Business
 - A. Library Re-Design - Process & Decision-Making
 - I. Re-Design Project
 - II. Communication Plan
11. New Business
 - A. Closed Session minutes - review
 - B. Re-Design Brainstorming Session date
 - C. Open Meetings Act - new requirements
12. Adjournment

**CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Minutes of January 18, 2012**

- I. Call to order: Meeting called to order by President Tuttle at 7:00p.m. Those in attendance: President Tuttle, board members Amati, Boehner, Ruklic, Sizemore, Wagner & Warren. Also in attendance: Administrator Schulten, Head of Adult Services Amschl & Admin. Asst. Bonfiglio.
- II. Minutes: Motion to approve minutes of regular meeting of November 16, 2011 by Boehner, second by Amati. Motion passed.
- III. Correspondence: Various thank you cards from staff for the holiday party/gift. Also a thank you card from Crete Elementary PTO for the boxes of books, and cards from Pat Kelly & Peggy Keating-Bolm for their get well flowers. Letter from Will County indicating that the library will not be a polling place in the future. Invitation to view the renovations at Lisle & Indian Prairie Libraries. Notice about the upcoming Legislative luncheon at Lansing Library. Lastly, a note from Owen Gribbins apologizing for taking too many Dum-Dums from the candy bowl.
- IV. Bills for payment: One additional bill to Centurion Technologies in the amount of \$48.60. Motion to approve all bills by Warren, second by Boehner. Motion passed unanimously on voice vote.
- V. Financial report: Trustee Ruklic reviewed the income/expense report and mentioned that expenses were slightly lower than half.
- VI. Librarian's report: Administrator Schulten received the proposal for the AV upgrade for the large meeting room. The ability to video-conference would be available with the new technology. This could be promoted to the business community. Administrator Schulten reviewed the impasse between RAILS and SWAN. Head of Adult Services Amschl reviewed the weeding process and the reasons for reducing the collection & the increased demand for electronic media.
- VII. Public comment: No public comment.
- VIII. Community outreach: Trustee Sizemore stated that the proposed detention center was a hot issue. The village went into closed session to discuss the matter.
- IX. Other reports:
 - A. Friends of the Crete Public Library: The date for the spring book sale is set for March 31st.
 - B. Crete Library Foundation: The Foundation will meet in April.

X. Old business:

A. Library Re-Design – Process & Decision-Making:

- i. Re-design project: The board discussed the upcoming project and how to handle decisions. Administrator Schulten mentioned that they might need to have several board meetings each month to insure the project proceeds smoothly.
- ii. Communication plan: Library consultant Marshall suggested the hiring of a graphic designer. The designer could work with the re-design board to develop the library's new look. Administrator Schulten will search for a graphic designer.

XI. New business:

- A. Closed session minutes- review: Motion by Sizemore to keep the closed session minutes closed. Second by Ruklic. Motion passed.
- B. Re-Design Brainstorming Session date: The board narrowed down the session to 2 dates. Administrator Schulten will check which date will work better for the consultants.
- C. Open Meetings Act – new requirements: Board members will need to view the information and answer questions online to complete their certificate.

XII. Adjournment: Motion to adjourn at 8:45 p.m. by Wagner, second by Sizemore. Motion passed.

Respectfully submitted,
Cindy Wagner, Secretary