

**CRETE PUBLIC LIBRARY BOARD OF TRUSTEES
BOARD MEETING**

**October 16, 2013
7:00 p.m.**

MEETING AGENDA

1. Call to order
2. Minutes
Minutes of the Regular Meeting September 18, 2013
3. Correspondence
4. Bills for payment
5. Financial Report
6. Librarian's Report
7. Public Comment
8. Community Outreach
9. Other reports
 - A. Friends of the Crete Public Library
 - B. Crete Library Foundation
10. Old Business
 - A. Re-Design update
 - B. Grand Re-Opening Date - October 19, 2013
 - C. FY2013 Levy Request
11. New Business
 - A. ATLAS Staff In-Service December 6, 2013
 - B. Re-Design Staff Appreciation
 - C. Holiday schedule & party date
12. Adjournment

CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
OCTOBER 16, 2013

- I. Call to order: Meeting called to order at 7:00 p.m. by President Tuttle. Those in attendance: President Tuttle, board members: Amati, Boehner, Monks, Sizemore, Van Zyl & Warren. Also in attendance: Administrator Schulten, Head of Adult Services Amschl, & Admin. Asst. Bonfiglio. Addition to the agenda under new business: disposition of the old Friend's book sale cart.
- II. Minutes: Motion to approve minutes of the regular meeting of September 18, 2013 by Monks, second by Boehner. Motion passed. Ayes: Amati, Boehner, Monks, Sizemore, Van Zyl & Warren. Nays: None.
- III. Correspondence: No correspondence.
- IV. Bills for payment: Motion to approve all regular bills as presented by Boehner, second by Sizemore. Motion passed on voice vote. Ayes: Amati, Boehner, Monks, Sizemore, Van Zyl & Warren. Nays: None. The board reviewed construction payout #6: RJE Business Interiors \$14196.28, Demco \$48359.32, RJE Furniture \$11535.87, Vans Steel Erectors \$495.00 & Professional Building Services \$4275.00. Motion to approve construction payout #6 for payment by Sizemore, second by Monks. Motion passed on voice vote. Ayes: Amati, Boehner, Monks, Sizemore, Van Zyl & Warren. Nays: None.
- V. Financial report: Treasurer Warren reported that the fiscal year is at 25% and expenses are below expected.
- VI. Librarian's report: Administrator Schulten presented at the ILA conference & was able to speak about the re-design project using before & after pictures. President Tuttle attended the trustee day at the ILA conference and learned about using patron stories to highlight library services by including the stories in the newsletter & websites.
- VII. Public comment: No public comment.
- VIII. Community outreach: Trustee Monks attended the Village meeting and mentioned the upcoming grand re-opening. President Tuttle went to the school board meeting & highlighted the 15 school visits that the children's department had made so far & she mentioned the grand re-opening party. She learned about this year's school theme "Mix it up" which encourages students & staff to spend time with groups that they would normally not be with.
- IX. Other reports:
 - A. Friends of the Crete Public Library: Trustee Amati said that the friends were unsure who actually owned the old friend's cart. After some discussion it was decided that the library owned the cart & will need to decommission it before it can be disposed of.
 - B. Crete Library Foundation: The Foundation will meet November 5th.

XII. Old Business:

- A. Re-Design update: The re-design is in the final stages. Demco is re-working some fixtures, the handicap buttons on the downstairs bathrooms have been installed and additional lighting has been discussed.
- B. Grand Re-Opening – October 19, 2013: The staff has been creating signs to highlight new features and to aid with the treasure hunt. There will be music & balloon entertainers, as well as brief remarks and a ribbon cutting. The trustees will have information regarding the re-design in case patrons have any questions.
- C. FY2013 Levy Request: The trustees reviewed the levy request with the rates from Will Co. The library will ask for the same amount it did last year which with the improved projected EAV should still lower the rate for individual taxpayers. The trustees asked if the library would have enough money for any major emergencies. Administrator Schulten explained that the library will still have money in its reserve fund and also has an in-house borrowing account for emergencies, though any money borrowed must be paid back to the account.

XIII. New business:

- A. ATLAS Staff In-Service December 6, 2013 – request for closed day: Motion to close the library on December 6, 2013 for the annual staff in-service day by Warren, second by Boehner. Motion passed. Ayes: Amati, Boehner, Monks, Sizemore, Van Zyl & Warren. Nays: None.
 - B. Holiday schedule and annual Recognition Dinner: The dinner will be held on Dec 13th. The board discussed a monetary gift to the staff for all the hard work done this past year. The Administrator & Department Heads will recommend awards based on how much employees went above & beyond during the re-design. The trustees will set a range that the Administrator can work with.
 - C. Rohe Lane Erosion Project: The Administrator met with the Lundstroms and the Will County Soil & Land Management to discuss options to the soil erosion problem. It is possible that the State of Illinois may pay up to 75% of the cost to repair the erosion. The remaining 25% would need to be paid by the properties that are affected by the problem.
 - D. Old Friend's book sale cart decommission: Motion to authorize the Crete Public Library Friends to dispose of the old Friend's book sale cart by Boehner, second by Van Zyl. Motion passed. Ayes: Amati, Boehner, Monks, Sizemore, Van Zyl & Warren. Nays: None.
- XIII. Adjournment: Motion to adjourn at 8:02p.m. by Boehner, second by Van Zyl. Motion passed. Ayes: Amati, Boehner, Monks, Sizemore, Van Zyl & Warren. Nays: None.

Respectfully Submitted,
Georgia Sizemore, Secretary