

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

**December 11, 2013
7:00 p.m.**

MEETING AGENDA

1. Call to order
2. Minutes
 - Minutes of the Levy Hearing November 20, 2013
 - Minutes of the Regular Meeting November 20, 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 Staff Appreciation
 - B. FY2012/13 Financial Audit
 - C. FY2012/13 Treasurer's Report
11. New Business
 - A.
12. Adjournment

CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
December 11, 2013

- I. Call to order: Meeting called to order at 7:02 p.m. by President Tuttle. Those in attendance: President Tuttle, board members: Boehner, Monks, Sizemore, Van Zyl & Warren. Also in attendance: Administrator Schulten, Head of Adult Services Amschl & Admin. Asst. Bonfiglio.
- II. Minutes: Motion to approve minutes of the levy hearing on November 20, 2013 by Sizemore, second by Boehner. Motion to approve minutes of regular meeting on November 20, 2013 by Monks, second by Van Zyl. Both motions passed. Ayes: Boehner, Monks, Sizemore, Van Zyl & Warren. Nays: none.
- III. Correspondence: Letter from Village of Crete with a check for \$1000.00 from Crete Energy Venture. This is an annual donation.
- IV. Bills for payment: Trustee Boehner asked about the \$500.00 check for the Crete Pantry. Administrator Schulten explained that the library donates any fine money that is collected during the 2 weeks of Food for Fines to the Pantry. There was also some money donated by patrons over the last several months. Motion to approve all bills as presented by Boehner, second by Warren. Motion passed on voice vote. Ayes: Boehner, Monks, Sizemore, Van Zyl & Warren. Nays: none.
- V. Financial report: Trustee Warren stated that the library expenses were below 41%. This is the percentage for 5 months.
- VI. Librarian's report: Administrator Schulten reported that the new Head of Technology has been working one week and is fitting in nicely. He has experience with reference and teen services as well. She also mentioned the annual Staff In-Service which was held last week. Fifteen libraries participated with over 235 staff attending. The Crete staff came back for an afternoon session at the library. Three members of the Crete Fire Department conducted a safety refresher and later all the staff toured the library to see locations for fire extinguishers and bad weather shelters.
- VII. Public comment: No public comment.
- VIII. Community outreach: No community outreach.
- IX. Other reports:
 - A. Friends of the Crete Public Library: The Friend's group had a parade entry. Staff member Amschl loaned her truck and several friends represented the group.
 - B. Crete Library Foundation: The Foundation did not meet.

IIX. Old business:

- A. Re-Design Staff Appreciation: Motion to use \$4700.00 from the Trustee Special Gifts Fund for Re-Design Staff Appreciation monetary gifts by Boehner, second by Monks. Motion passed on voice vote. Ayes: Boehner, Monks, Sizemore, Van Zyl & Warren. Nays: None. Motion to donate \$500.00 from the Trustee Special Gifts Fund to the Crete Pantry in Ms. Schulten's honor by Monks, second by Boehner. Motion passed. Ayes: Boehner, Monks, Sizemore, Van Zyl & Warren. Nays: None.
- B. FY2012/13 Financial Audit: Motion to approve FY2012/2013 Financial Audit by Monks, second by Sizemore. Motion passed on voice vote. Ayes: Boehner, Monks, Sizemore, Van Zyl & Warren. Nays: None.
- C. FY2012/2013 Treasurer's Report: Motion to approve FY2012/2013 Treasurer's Report by Warren, second by Boehner. Motion passed. Ayes: Boehner, Monks, Sizemore, Van Zyl & Warren. Nays: None.

- XI. Adjournment: Motion to adjourn at 7:40p.m. by Warren, second by Sizemore. Motion passed. Ayes: Boehner, Monks, Sizemore, Van Zyl & Warren. Nays: None.

Respectfully Submitted,
Georgia Sizemore, Secretary