

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

**April 16, 2014  
7:00 p.m.**

**MEETING AGENDA**

1. Call to order
2. Minutes
  - Minutes of the Regular Meeting March 19, 2014
  - Minutes of Special Meeting April 2, 2014
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. Capital Replacement Plan (information)
  - B. Administrative Librarian Annual Review
11. Closed Session (if needed) to discuss "the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body."
12. New Business
  - A. FY2015 Per Capita Grant Requirements
  - B. FY2014/15 Budget - Estimate of Revenues
13. Adjournment

Crete Public Library District  
Board of Trustees  
Minutes of Regular Meeting  
April 16, 2014

- I. Call to order: Meeting called to order at 7:00p.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 & Doris Harmon-Warren. Motion to amend the agenda by moving Closed Session to discuss “the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body.” to the end of the agenda by Warren, second by Sizemore. Motion passed. Ayes: Amati, Boehner, Monks, Sizemore, Van Zyl & Warren. Nays: None.
- II. Minutes: Motion to approve minutes of the Regular Meeting March 19, 2014 by Boehner, second by Warren. Motion passed. Ayes: Amati, Boehner, Monks, Sizemore, Van Zyl & Warren. Nays: None. Motion to approve minutes of Special meeting April 2, 2014 by Monks, second by Amati. Motion passed. Ayes: Amati, Boehner, Monks, Sizemore, Van Zyl & Warren. Nays: None.
- III. Correspondence: Thank you from the Crete Pantry for donations. Handout for the ATLAS Trustee Workshop on May 3<sup>rd</sup> at the New Lenox library.
- IV. Bills for payment: Trustee Warren asked about the Professional Library Lift Movers bill. Administrator Schulten explained that when it was originally submitted there was no certified payroll & we were unable to pay it without the payroll. The payment to J. Schulten was for an emergency hard drive for the server. The library credit card was not working & the hard drive couldn’t wait. Motion to approve all bills as presented by Boehner, second by Amati. 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  $\frac{3}{4}$  of way finished and the library has received nearly all of the expected revenues. The expenditures are below 75% for the year.
- VI. Librarian’s report: The library has some give-a-ways for National Library Week. Admin. Schulten & Admin. Asst. Bonfiglio met with a representative of Management Association of Illinois. The representative mentioned some of the additional services that were available.
- VII. Public comment: Donna Harmon-Warren addressed the board concerning taxes and the many problems that the school district is facing.
- VIII. Community outreach: Trustee Monks attended the Crete Chamber of Commerce meeting. The Chamber is planning various summer events such as Cruise Night & Driving the Dixie. Trustee Warren went to the village meeting & learned about a benefit night planned by Northwoods Restaurant. The board members set up the schedule for May.

- IX. Other reports:
  - A. Friends of the Crete Public Library: The book sale netted \$890.00. There were plenty of volunteers and everything went smoothly.
  - B. Crete Library Foundation: The Foundation will meet next month.
- XI. Old business:
  - A. Capital Replacement Plan (information): The proposal submitted by Professional Business Solutions did not provide a sample or give details on what would be provided. Ms. Schulten will contact two other companies for proposals so that the board will be able to compare offers.
  - B. Administrative Librarian Annual Review: This item was moved to the end of the meeting.
- XII. New business:
  - A. FY2015 Per Capita Grant Requirements: One staff & one board member will need to complete the Edge Assessment webinar. All board members must read Chapter 7. It will be discussed at the May meeting.
  - B. FY 2014/15 Budget – Estimate of Revenues: The revenues for FY2014/15 will be the same as last year. The Administrator will have a tentative budget for next month.
  - C. Board President Resignation: President Tuttle submitted a letter of resignation with an effective date of June 30, 2014. Ms. Tuttle will be moving out of state.
- XIII. Administrative Librarian Annual Review: Motion by Boehner, second by Sizemore to go into closed session at 7:46 p.m. for the purpose of discussing the Administrator’s annual evaluation. Motion passed. Ayes: Amati, Boehner, Monks, Sizemore, Van Zyl & Warren. Nays: None.
- XIII. Closed Session to discuss “the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.”: Motion to approve revisions from closed session by Amati, second by Boehner. Motion passed. Ayes: Amati, Boehner, Monks, Sizemore, Van Zyl & Warren. Nays: None. The board returned to regular session at 8:55 p.m.
- XIIV. Adjournment: Motion to adjourn at 8:56 p.m. by Amati, second by Warren. Motion passed. Ayes: Amati, Boehner, Monks, Sizemore, Van Zyl & Warren. Nays: None.

Respectfully Submitted,  
Georgia Sizemore, Secretary