

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

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

MEETING AGENDA

1. Call to order
2. Minutes
Minutes of the Regular Meeting June 18, 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 update
 - B. Rohe Lane Streambank update
 - C. FY 2014/15 Draft Budget & Appropriation Ordinance 14-04 (action)
11. New Business
 - A. Drive-up Book Return
 - B. Personnel Policy Review proposal (action)
 - C. FOIA update
 - D. New SWAN profile "Pick Up Anywhere" option (discussion)
 - E. Appointment of Secretary's Audit Committee (IPLAR)
12. Adjournment

CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
JULY 16, 2014

- I. Call to order: Meeting called to order by Vice-President Boehner at 7:00 p.m. Those in attendance: Vice-President Boehner, board members: Amati, Monks, Sizemore & Warren. Also in attendance: Administrator Schulten, Head of Adult Services Amschl & Admin. Asst. Bonfiglio.
- II. Minutes: Motion to approve minutes of Regular Meeting June 18, 2014 by Monks, second by Sizemore. Motion passed. Ayes: Amati, Monks, Sizemore & Warren. Nays: None.
- III. Correspondence: Several Thank You cards for the Battle of the Books program. A comment on Facebook calling Crete PLD a "5-Star Library" from Margret Reyes. Information for the upcoming Park-A-Palooza. The library will once again offer a children's craft & library information.
- IV. Bills for payment: Trustee Monks asked about the RAILS bill. It is an annual bill for several databases that are used by both Adults & Children's departments. Motion to approve all bills as presented by Warren, second by Amati. Motion passed on voice vote. Ayes: Amati, Monks, Sizemore & Warren. Nays: None.
- V. Financial report: Treasurer Warren stated that with the end of the fiscal year the library will have a surplus.
- VI. Librarian's report: Ms. Schulten made a correction to the final statistics. She also mentioned that the self-check out machines have been very popular. One third of all check-outs have been made on the machines. The library plans to update the photocopiers soon. The staff will have new copiers & the current staff copiers will be rotated out to the public.
- VII. Public comment: No public comment.
- VIII. Community outreach: Community outreach is suspended during the summer.
- IX. Other reports:
 - A. Friends of the Crete Public Library: The Friends picked up quite a few boxes of books from a unit at Steger U-Stor.
 - B. Crete Library Foundation: The Foundation will meet in September.
- X. Old business:
 - A. Capital Replacement Plan update: JMA came in to pick up blue prints of the building & the HVAC unit. They will scan the documents & compile a report that will estimate the cost to replace items in today's dollars. The library will also receive all the building documents in electronic

format for future use. The SEDAC energy audit will list several ways the library can make changes that will result in energy savings. Some grants may be available.

- B. Rohe Lane Streambank update: The library needs to submit an application to be eligible for the grant. There is a fee which the library will pay the majority & the Lundstroms will pay a portion. Several contractors have picked up packets for the project & the proposals are due Friday July 18th. A letter of agreement between the library and the Lundstroms has been drafted but will not be completed until a proposal is accepted.
- C. FY 2014/15 Draft Budget & Appropriation Ordinance 14-04 (action): The hearing for the FY 2014/15 Budget & Appropriation Ordinance 14-14 will be held next month before the regular meeting.

XI. New business:

- A. Drive-up Book Return: One item that patrons asked for was a drive-up book return. The library recently bought a second hand book drop. The board discussed the best place for it to be installed.
- B. Personnel Policy Review proposal (action): Motion to approve Personnel Policy Review proposal by Amati, second by Sizemore. Motion passed. Ayes: Amati, Monks, Sizemore & Warren. Nays: None.
- C. FOIA update: Administrator Schulten attended a Freedom of Information Act presentation. With the recent FOIA requests to area libraries there were many questions.
- D. New SWAN profile "Pick Up Anywhere" option (discussion): The new option would allow patrons to choose where they would like to pick up their ILL items. This could mean that some libraries will have more ILL's to process without receiving any additional funding. Other libraries were concerned that their patrons would not use their home library.
- E. Appointment of Secretary's Audit Committee (IPLAR): The audit committee will be Trustees Sizemore & Warren.
- F. Board Vacancy: With the departure of Ms. Tuttle from the board, trustees will need to seek out a replacement. Interested candidates will need to send a letter & interviews will be arranged.
- G. Annual Fall Event: The board discussed the Annual Fall Event: The library would like to honor the founders of the library & also highlight all the services the library has to offer.

- XII. Adjournment: Motion to adjourn at 8:17 p.m. by Monks, second by Warren. Motion passed. Ayes: Amati, Monks, Sizemore & Warren. Nays: None.

Respectfully Submitted,
Georgia Sizemore, Secretary