

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

**August 20, 2014  
7:00 p.m.**

**BUDGET & APPROPRIATION HEARING**

**MEETING AGENDA**

1. Call to order
2. Minutes  
Minutes of the Regular Meeting July 16, 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. FY2014-15 Budget & Appropriation Ordinance 14-04 (action)
  - B. Rohe Lane Streambank Project
  - C. Capital Replacement Plan
11. New Business
  - A. Book return placement
  - B. HVAC yard fence replacement
  - C. FY2014 Illinois Public Library Annual Report (IPLAR) – a statistical report submitted annually to the Illinois State Library (review)
12. Adjournment

CRETE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
MINUTES OF REGULAR BOARD MEETING  
AUGUST 20, 2014

- I. Call to order: Meeting called to order by Vice-President Boehner at 7:13p.m. Those in attendance: Vice-President Boehner, trustees: Amati, Monks, Sizemore, Van Zyl & Warren. Also in attendance: Administrator Schulten & Admin. Asst. Bonfiglio. Two items to add to the agenda: under new business, tuition reimbursement request & under old business, trustee vacancy. Motion to approve additions to the agenda by Sizemore, second by Warren. Motion passed. Ayes: Amati, Monks, Sizemore, Van Zyl & Warren. Nays: None.
- II. Minutes: Motion to approve minutes of regular meeting of July 16, 2014 by Monks, second by Warren. Motion passed. Ayes: Amati, Monks, Sizemore, Van Zyl & Warren. Nays: None.
- III. Correspondence: Thank you from staff member Meder for attending the conference "On the Front Lines". Letter from Amalgamated Bank officially closing the library bond.
- IV. Bills: No additional bills for payment. Ms. Monks wished to clarify the amount for the McCann Group. Administrator Schulten explained the services they provided each month. Motion to approve all bills as presented by Warren, second by Van Zyl. Motion passed on voice vote. Ayes: Amati, Monks, Sizemore, Van Zyl & Warren. Nays: None.
- V. Financial report: Treasurer Warren reported that after the first month of the new fiscal year the library expenditures are within budget.
- VI. Librarian's report: Ms. Schulten reported that the annual Department Head reports would start next month. She also reported on the annual meeting for LIRA, the library's new insurance provider. LIRA currently has 34 members and claim numbers are as expected for the year. The Board worked out a schedule for Park-a-Palooza.
- VII. Public comment: No public comment.
- VIII. Community outreach: No community outreach.
- IX. Other reports:
  - A. Friends of the Crete Library: The Friends group will meet next week.
  - B. Crete Library Foundation: The Foundation will meet next month.

X. Old business:

- A. FY2014-15 Budget & Appropriation Ordinance 14-04 (action): Motion to approve FY2014-15 Budget & Appropriation Ordinance 14-04 by Monks, second by Sizemore. Motion passed on voice vote. Ayes: Amati, Monks, Sizemore, Van Zyl & Warren. Nays: None.
- B. Rohe Lane Streambank Project: The library received one bid in the amount of \$32,500 for the project. A grant may pay a percentage of the cost but that amount is still to be determined. The library should approach the project under the assumption that they would cover the entire cost if grant funding fell through. Regardless of the final cost, the project must be done. Motion to accept bid from D & T Excavating in the amount of \$32,500 by Warren, second by Amati. Motion passed on voice vote. Ayes: Amati, Monks, Sizemore, Van Zyl & Warren. Nays: None.
- C. Capital Replacement Plan: A representative from Arctic Engineering will meet with Administrator Schulten, Millies Engineering and Smart Energy Design to discuss energy saving options.
- D. Trustee Vacancy: The library has received two letters of interest for the vacant position. The board will schedule interviews next month.

XI. New business:

- A. Book Return Placement: The board discussed the placement of the outside book return. Since there is no ideal location, the book return will be placed in the best possible location.
- B. HVAC Yard Fence Replacement: The recent storm has damaged the fence surrounding the HVAC. Ms. Schulten has contacted several fence companies for replacement proposals. FFC Fencing Co. has a fence that will blend nicely with the building at a cost of \$6424.60 with an additional \$450.00 for removal of the old fence. Motion to accept proposal from FFC in the amount of \$6874.60 by Amati, second by Van Zyl. Motion passed on voice vote. Ayes: Amati, Monks, Sizemore, Van Zyl & Warren. Nays: None.
- C. FY2014 Illinois Public Library Annual Report (IPLAR) – a statistical report submitted annually to the Illinois State Library (review): The board reviewed the IPLAR report.
- D. Tuition Reimbursement Request: Staff member Madison has submitted a request for tuition reimbursement for a library science course costing \$1893.00. Motion to accept request for tuition reimbursement by Sizemore, second by Monks. Motion passed. Ayes: Amati, Monks, Sizemore, Van Zyl & Warren. Nays: None. Reimbursement will be made upon successful completion of the course.

- XII. Adjournment: Motion to adjourn at 8:31p.m. by Warren, second by Monks. Motion passed. Ayes: Amati, Monks, Sizemore, Van Zyl & Warren. Nays: None.

Respectfully Submitted,  
Georgia Sizemore, Secretary