

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

**February 18, 2015  
7:00 p.m.**

**MEETING AGENDA**

1. Call to order
2. Minutes  
Minutes of the Regular Meeting January 21, 2015
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. Salary Range Schedule update (action)
11. New Business
  - A. SWAN E-Commerce credit card program
  - B. Staff update & recognition
12. Adjournment

CRETE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
MINUTES OF  
February 18, 2015

- I. Call to order: Meeting called to order by Treasurer Warren at 7:03 p.m. Those in attendance: Treasurer Warren, board members present: Monks, Noble, Russell-Henderson & Sizemore. Board members absent: Boehner & Van Zyl. Also in attendance: Administrator Schulten, Asst. Admin. Amschl & Admin. Asst. Bonfiglio.
- II. Minutes: Motion to approve minutes of regular meeting of January 21, 2015 by Monks, second by Sizemore. Motion passed. Ayes: Monks, Noble, Russell-Henderson, Sizemore & Warren. Nays: None.
- III. Correspondence: Statements of economic interests were sent to trustees. Letter from T. Curran concerning fees related to a damaged item. Thank you letter from Audrey DeMuth for the flowers.
- IV. Bills for payment: No additional bills for payment. Trustee Monks asked about the quarterly payment to DeLage Laden. Ms. Schulten explained that is the lease for the 2 new copiers. The board reviewed the Arctic Engineering bill. Motion to approve all bills as presented by Sizemore, second by Monks. Motion passed on voice vote. Ayes: Monks, Noble, Russell-Henderson, Sizemore & Warren. Nays: None.
- V. Financial report: Treasurer Warren reported that expenses are 8% below expected. The library has received most of the tax money for the fiscal year.
- VI. Librarian's report: Ms. Schulten thanked Ms. Amschl & Ms. Bonfiglio for their efforts during her absence. A representative from JMA Architects will attend the March board meeting to go over the building audit.
- VII. Public comment: No public comment.
- VIII. Community outreach: Community outreach has been suspended until after the spring elections.
- IX. Other reports:
  - A. Friends of the Crete Public Library: The spring book sale is set for March 21, 2015.
  - B. Crete Library Foundation: The Foundation will meet in March.

X. Old business:

- A. Salary Range Schedule update (action): The board discussed the changes to the salary range schedule. Ms. Schulten provided financial information on the impact of the new salary range and mentioned that this update would prepare the library if & when minimum wage increased & would offer more competitive salaries for new hires. Trustee Warren suggested that library didn't need to offer competitive salaries & that the salary range increase was not supported. Trustee Warren made a motion to delay vote until 3<sup>rd</sup> quarter of 2015. The motion was not seconded. Motion to approve mid-year salary adjustment by Monks, second by Noble. Motion passed on voice vote. Ayes: Monks, Noble, Russell-Henderson & Sizemore. Nays: Warren.

XI. New business:

- A. SWAN E-Commerce credit card program: Paying fines & fees by credit card will be an option with the new SWAN migration. The board reviewed an estimate of costs for the credit card program & discussed whether the library should absorb the additional fees or if those fees would be passed on to the patrons that choose to pay by credit card. Motion to have patrons pay the fee involved with using a credit card by Monks, second by Sizemore. Motion passed on voice vote. Ayes: Monks, Noble, Russell-Henderson, Sizemore & Warren. Nays: None.
- B. Staff update & recognition: Due to various factors, last year's holiday party & staff recognition event was put on hold. The board discussed a time & date. The party will be held at the library on March 27<sup>th</sup> at 5:30 p.m.

- XII. Adjournment: Motion to adjourn at 8:09 p.m. by Sizemore, second by Russell-Henderson. Motion passed. Ayes: Monks, Noble, Russell-Henderson, Sizemore & Warren. Nays: None.

Respectfully Submitted,

Georgia Sizemore, Secretary