

**CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
February 17, 2016
7:30 p.m.**

MEETING AGENDA

1. Call to order
2. Introduction of Guests/Visitors
3. Approval of Minutes
 - from January 20, 2016 Regular Meeting (Action item)
 - from February 4, 2016 Special Meeting (Action item)
4. Correspondence
5. Approval of Bills for Payment (Action item)
6. Financial Report for January 2016 (Action item)
7. Librarians' Reports
 - Megan Vasquez, Technology Coordinator
8. Public Comment
9. Community Outreach
10. Other Board Reports
 - A. Friends of the Crete Public Library
 - B. Crete Library Foundation
11. Old Business
 - A. Collection Development Policy Revision (Action item)
 - B. Acoustic Tile Project (Action item)
12. New Business
 - A. Upcoming Building Maintenance: Presenter, Jim Maciejewski, JMA Architects (Information item)
 - B. Loan Rules (Information item)
 - C. Premium Only Plan Amendment Resolution 16-02 (Action item)
13. Adjournment

CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
FEBRUARY 17, 2016

- I. Call to order: Meeting called to order by President Warren at 7:30 p.m. Those in attendance: President Warren, Trustees: Boehner, Monks, Noble, Sizemore, Van Zyl & Wagner. Also in attendance: Executive Director Dienes, Asst. Administrator Amschl & Admin. Asst. Bonfiglio. Motion to amend the agenda to move New Business: Upcoming Building Maintenance: Presenter, Jim Maciejewski, JMA Architects after minutes by Boehner, second by Monks. Motion passed. Ayes: Boehner, Monks, Noble, Sizemore, Van Zyl & Wagner. Nays: none.
- II. Introduction of guests/visitors: Megan Vasquez IT Coordinator, James Maciejewski JMA Architects.
- III. Approval of minutes: Motion to approve minutes from regular meeting of January 20, 2016 by Monks, second by Wagner. Motion to approve minutes from special meeting of February 4, 2016 by Wagner, second by Van Zyl. Both motions passed. Ayes: Boehner, Monks, Noble, Sizemore, Van Zyl & Wagner. Nays: none.
- IV. Upcoming Building Maintenance: Presenter, Jim Maciejewski, JMA Architects: Mr. Maciejewski referred to the building audit from last year. The audit indicated that the first item to address is replacing the windows & fixing the masonry. If not repaired soon, water could get into the walls & cause more problems. JMA Architects can assist in a number of ways, from sorting through window options, to managing the bid process & meeting with contractors. The board could choose how much help they would need. The project could be completed in phases or all at once. The board instructed the Executive Director to ask for a bid from JMA for the full range of services to get an idea of pricing.
- V. Correspondence: Thank you card from the Crete Food Pantry for recent donations
- VI. Approval of Bills for Payment: Motion to approve all bills as presented by Noble, second by Boehner. Motion passed on voice vote. Ayes: Boehner, Monks, Noble, Sizemore, Van Zyl & Wagner. Nays: none.
- VII. Financial report for January 2016: Treasurer Monks reported that library expenditures are below expected for this time of the year. Some line items are high and the budget for next year will be adjusted to accommodate the increases.
- VIII. Librarian's report: Ms. Dienes mentioned that the new phones were installed several days ago. There have been a few bugs but the company has been very responsive. The library continues to attract patrons from the surrounding area & programs have drawn in new card holders. Megan Vasquez, IT Coordinator reported that she has seen an increase in patrons needing computer help. She has been busy remodeling the website and also working on organizing the mass of computer cords.

- IX. Public comment: No public comment.
- X. Community outreach: The board set up the schedule for the next few months.
- XI. Other board reports:
 - A. Friends of the Crete Public Library: The Friends are prepping for the book sale in April. They are looking for volunteers.
 - B. Crete Library Foundation: The Foundation did not meet.
- XII. Old Business:
 - A. Collection Development Policy Revision: The revisions to the policy have been completed. Motion to approve Collection Development Policy by Sizemore, second by Wagner. Motion passed. Ayes: Boehner, Monks, Noble, Sizemore, Van Zyl & Wagner. Nays: none.
 - B. Acoustic Tile Project: Prices from three companies were submitted. Motion to accept proposal from Contractor Acoustical Supply by Boehner, second by Wagner. Motion passed on voice vote. Ayes: Boehner, Monks, Noble, Sizemore, Van Zyl & Wagner. Nays: none.
- XIII. New business:
 - A. Upcoming Building Maintenance: This item was moved near the top of the agenda.
 - B. Loan Rules (information item): This would make the various loan rules more consistent throughout the area. Motion to approve changing loan rules to be in line with other libraries by Monks, second by Sizemore. Motion passed. Ayes: Boehner, Monks, Noble, Sizemore, Van Zyl & Wagner. Nays: none.
 - C. Premium Only Plan Amendment Resolution 16-02 (action item): The premium only plan allows the library & staff to save on taxes when upgrading health insurance. Motion to approve Premium Only Plan Amendment Resolution 16-02 by Monks, second by Wagner. Motion passed on voice vote. Ayes: Boehner, Monks, Noble, Sizemore, Van Zyl & Wagner. Nays: none.
- XIV. Adjournment: Motion to adjourn at 8:51 p.m. by Wagner, second by Boehner. Motion passed. Ayes: Boehner, Monks, Noble, Sizemore, Van Zyl & Wagner. Nays: none.

Respectfully Submitted,
Georgia Sizemore, Secretary