**CRETE PUBLIC LIBRARY DISTRICT**
**BOARD OF TRUSTEES MEETING**
**March 16, 2016**
**7:30 p.m.**

## MEETING AGENDA

1. Call to order

2. Introduction of Guests/Visitors

3. Approval of Minutes
   - from February 17, 2016 Meeting (Action item)

4. Correspondence

5. Approval of Bills for Payment (Action item)

6. Financial Report for February 2016 (Action item)

7. Librarians' Reports

   Deb Meder, Technical Services Manager

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. Policy Manual Update (Information item)
    B. Upcoming Building Maintenance Quote (Information item)

12. New Business

    A. FY 2016 Per Capita Grant Requirement (Information item)
    B. Job Descriptions

13. Adjournment

CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
March 16, 2016

I. Call to order: Meeting called to order by President Warren at 7:31 p.m. Those in attendance: President Warren, board members: Boehner, Monks, Noble, Sizemore & Van Zyl. Absent: Wagner. Also in attendance: Executive Director Dienes, Asst. Director Amschl & Admin Asst. Bonfiglio.

II. Introduction of guest/visitors: Deb Meder, Tech Services Department Manager.

III. Approval of minutes February 17, 2016: Motion to approve minutes of regular meeting of February 17, 2016 by Monks, second by Boehner. Motion passed. Ayes: Boehner, Monks, Noble, Sizemore & Van Zyl. Nays: None.

IV. Correspondence: No correspondence.

V. Approval of bills for payment: Trustee Sizemore asked about the amount for Prairie Godmothers, since it is a charge per person the amount will be filled in at the program. Motion to approve all bills for payment by Monks, second by Sizemore. Motion passed on voice vote. Ayes: Boehner, Monks, Noble, Sizemore & Van Zyl. Nays: None.

VI. Financial report for February 2016: Overall expenditures are below expected. Some line items are higher than the budgeted amount. Salaries are slightly raised due to the retirement of two key employees.

VII. Librarian's Reports: Ms. Dienes reported on the various meetings she has attended as well as the progress on the personnel policy formatting. The marketing committee would like to set up a little free library for those people who live some distance from the library building. The fire department would make an ideal location. Deb Meder, Technical Services Manager showed a power point presentation which highlighted the duties of her department.

VIII. Public comment: No public comment.

IX. Community outreach: Trustee Monks attended the village meeting and learned about the company that has been retained to help market the village of Crete.

X. Other board reports:

A. Friends of the Crete Public Library: The friends are gearing up for the spring book sale.

B. Crete Library Foundation: The Foundation continues to work with Trustee Monks on the Fink sculpture. A plaque will be added soon as well as the butterfly garden.

XI. Old business:

A. Policy Manual Update: The formatting is finished and all changes to the policy have been highlighted in red. The board will review the changes and the policy can be approved at the meeting next month.

B. Upcoming Building Maintenance Quote: The board reviewed the quote from JMA Architects to oversee the window/masonry project. Trustee Noble asked if there was an estimate for the cost of the project. There was a rough estimate in the building audit from last year.

XII. New business:

A. FY 2016 Per Capita Grant Requirement: The board will review library standards for the Per Capita Grant requirement.

B. Job Descriptions: Ms. Dienes has been working to update the job descriptions for the staff.

XIII. Adjournment: Motion to adjourn at 8:12 p.m. by Boehner, second by Monks. Motion passed. Ayes: Boehner, Monks, Noble, Sizemore & Van Zyl. Nays: None.

Respectfully Submitted,
Georgia Sizemore, Secretary