CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
October 19, 2016
7:00 p.m.

MEETING AGENDA

1. Call to order

2. Introduction of Guests/Visitors

3. Approval of Minutes
   - from September 21, 2016 regular meeting (Action item)
   - from October 6, 2016 special meeting (Action item)
4. Correspondence

5. Approval of Bills for Payment (Action item)

6. Financial Report for October 2016 (Action item)

7. Librarians' Reports

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. FY2016/2017 Levy (Information item)
    B. Building Project Update (Action item)

12. New Business

    A. Staff Holiday Party and Recognition (Action item)
    B. Thanksgiving Eve Early Close (Action item)
    C. Policy Review (Information item)

13. Adjournment

CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
October 19, 2016

I. Call to order: Meeting called to order by President Warren at 7:02 p.m. Those in attendance: President Warren, trustees: Boehner, Monks, Sizemore, Wagner & Van Zyl. Absent: Noble. Also in attendance: Executive Administrator Dienes, Assistant Administrator Amschl & Admin Asst. Bonfiglio.

II. Introduction of Guests/Visitors: No guests or visitors.

III. Approval of Minutes: Motion to approve minutes of regular meeting of September 21, 2016 by Boehner, second by Wagner. Motion to approve minutes of special meeting of October 6, 2016 by Monks, second by Boehner. Both motions passed. Ayes: Boehner, Monks, Sizemore, Wagner & Van Zyl. Nays: None

IV. Correspondence: No correspondence.

V. Approval of Bills for Payment: Motion to approve all bills as presented by Boehner, second by Monks. Motion passed on voice vote. Boehner, Monks, Sizemore, Wagner & Van Zyl. Nays: None.

VI. Financial report: Treasurer Monks reported that at the end of the first quarter of the fiscal year, most of the tax money has been collected and expenses are just below 25%.

VII. Librarian's report: Administrator Dienes mentioned that the library had purchased 3 passes for the Illinois Library Association conference in Chicago & that several staff members have been able to attend.

VIII. Public comment: No public comment.

IX. Community outreach: Trustee Monks attended the Village board meeting and said that there is a permanent prescription drop off at the police department. Trustee Sizemore went to the School Board meeting & reported that they went into closed session soon after starting.

X. Other board reports:

A. Friends of the Crete Public Library: Trustee Sizemore reminded everyone that the Fall Book Sale was going to be held on Saturday October 22nd.

B. Crete Library Foundation: The Foundation did not meet.

XI. Old business:

A. FY2016 Levy: Ms. Dienes presented the draft of the levy. The total amount would be approximately the same but a little more of the levy would be put towards some of the special funds, to help build them up. The levy hearing will be held next month before the regular board meeting.

B. Building project update: During a contractor's meeting it was decided that the concrete would be worked on all at once instead of doing one side then the other side. This will speed up the project but it means that the north side of the building will need to become a temporary entrance/exit for patrons. The concrete work should start by Tuesday of next week, October 25th. As soon as the concrete cures the other work can start. The board discussed the alternate part of the concrete bid which is to replace the concrete at the south end of the building. Mud jacking would cost $6800.00 and replacement costs would be $8800.00. Motion to accept the alternate bid of $8800.00 to replace concrete at the south end of the building by Monks, second by Wagner. Motion passed on voice vote. Boehner, Monks, Sizemore, Wagner & Van Zyl. Nays: None.

XII. New business:

A. Staff Holiday Party and Recognition: Ms. Dienes suggested having a party in January again since it worked out well last year. She also mentioned the annual staff recognition of a $50.00 gift card. Motion to give a $50.00 gift card to all staff by Sizemore, second by Boehner. Motion passed on voice vote. Boehner, Monks, Sizemore, Wagner & Van Zyl. Nays: None.

B. Thanksgiving Eve Early Close: The numbers for the last few years indicate that the library is very slow that night. Motion to close the library at 5:00 p.m. on Wednesday November 23, 2016 by Monks, second by Wagner. Motion passed on voice vote. Boehner, Monks, Sizemore, Wagner & Van Zyl. Nays: None.

C. Policy Review: It has been some time since the library policies have been reviewed and updated. Ms. Dienes would like to start the project by reviewing the by-laws.

XIII. Adjournment: Motion to adjourn at 7: 32 p.m. by Wagner, second by Monks. Boehner, Monks, Sizemore, Wagner & Van Zyl. Nays: None.

Respectfully Submitted,
Georgia Sizemore, Secretary