

**CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
March 1, 2017
7:00 p.m.**

SPECIAL MEETING AGENDA

1. Call to order
2. Introduction of Guests/Visitors
3. Approval of Minutes
 - Regular Board Meeting, January 18, 2017 (Action item)
4. Correspondence
5. Approval of Bills for Payment (Action item)
6. Financial Report for January 2017 (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. Control Panel Bid Recommendation – JMA Architects (Action item)
12. New Business
 - A. Transfer of Surplus Funds FY2015/16 Resolution 17-02 (Information item)
 - B. New Libraries Joining SWAN (Information item)
13. Adjournment

CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES OF SPECIAL MEETING
MARCH 1, 2017

- I. Call to order: Meeting called to order at 7:00 p.m. by President Warren. Those in attendance: President Warren, trustees: Boehner, Monks, Sizemore & Van Zyl (7:03 p.m.) Also in attendance: Executive Director Dienes, Asst. Director Asch, Admin Asst. Bonfiglio, Visitors: Leslie Williams, Debra Weishaar & James Maciejewski of JMA Architects. Motion to move item A: Control Panel Bid Recommendation – JMA Architects (action item) under Old Business to the top of the agenda by Monks, second by Boehner. Motion passed. Ayes: Boehner, Monks & Sizemore. Nays: None.
- II. Old Business:
 - A. Control Panel Bid Recommendation –JMA Architects (action item): After reviewing the various bids Mr. Maciejewski recommended Johnson Controls as the lowest responsible bid. The actual lowest bid was disqualified due to an insufficient bond amount. Johnson Controls had a voluntary alternate to their bid of a deduction of \$3500.00 if the wiring can be reused. Johnson Controls can come in next week to evaluate the system, submit a condition report & determine if the wiring can be reused. Engineers at JMA Architects will review the condition report. If everything is in order Johnson Controls could start the project by the last week of March, with a completion date approximately 3 weeks later. They will also provide 4 hours of training for the staff & the technician from Arctic Engineering. Motion by Monks to accept bid from Johnson Controls for the temperature control upgrades in the amount of \$21702.00 second by Sizemore. Motion passed on voice vote. Ayes: Boehner, Monks, Sizemore & Van Zyl. Nays: None.
- III. Introduction of Guests/Visitors: Leslie Williams & Debra Weishaar attended the meeting.
- IV. Approval of Minutes: Motion to approve minutes of regular board meeting of January 18, 2017 by Boehner, second by Monks. Motion passed. Ayes: Boehner, Monks, Sizemore & Van Zyl. Nays: None.
- V. Correspondence: Ms. Dienes received a statement of economic interest & reminded the trustees that they will need to file their forms. A patron sent photos of the intermodal site in Willington and asked that the library post the photos. Ms. Dienes suggested creating a binder with all information concerning the proposed intermodal site that patrons could view.
- VI. Approval of bills for payment: Motion to approve all bills for payment by Sizemore, second by Boehner. Motion passed on voice vote. Ayes: Boehner, Monks, Sizemore & Van Zyl. Nays: None.

- VII. Financial Report for January 2017: Treasurer Monks reported that expenditures overall are below the expected amount for the year. The electric expense is high for the year but that is due to the building work that was started in the Fall
- VIII. Librarian's Report: Ms. Dienes reported that the new PR Coordinator started several weeks ago & is working out nicely.
- IX. Public Comment: No public comment.
- X. Community Outreach: No community outreach.
- XI. Other Board Reports:
 - A. Friends of the Crete Public Library: The Friends group met and decided to cancel the spring book sale since there are not enough books to make it worth the trouble. They have paid for the t-shirts for the Battle of the Books.
 - B. Crete Library Foundation: The Foundation did not meet.
- XII. New Business:
 - A. Transfer of Surplus Funds FY2015/16 Resolution 17-02 (information item): The library had a surplus of \$250000.00 and will need to transfer money to the IMRF & Liability Fund. The remainder will be transferred to the Special Reserve Fund.
 - B. New Libraries Joining SWAN (information item): The SWAN board recently voted to allow a group of libraries to join. With almost 100 libraries it makes SWAN the largest library consortium in the United States. These libraries will bring more items & will give SWAN a greater voice in the state.
- XIII. Adjournment: Motion to adjourn at 7:30 p.m. by Boehner, second by Monks. Motion passed. Ayes: Boehner, Monks, Sizemore & Van Zyl. Nays: None.

Respectfully Submitted,
Georgia Sizemore, Secretary