

**CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
April 19, 2017
7:00 p.m.**

MEETING AGENDA

1. Call to order
2. Introduction of Guests/Visitors
3. Approval of Minutes
 - Regular Board Meeting, March 15, 2017 (Action item)
4. Correspondence
5. Approval of Bills for Payment (Action item)
6. Financial Report for March 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. Board of Trustees By-laws Review (Information item)
12. New Business
 - A. Tuition Reimbursement Request (Action item)
 - B. Board Officers Election (Information item)
 - C. Preliminary FY2017-18 Budget (Information item)
13. Adjournment

CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
April 19, 2017

- I. Call to order: Meeting called to order by President Warren at 7:00 p.m. Those in attendance: President Warren; Trustees: Boehner, Monks, Noble, Sizemore, Wagner. Absent: Van Zyl. Also in attendance: Executive Director Dienes & Asst. Director Amschl
- II. Introduction of guests/visitors: Visitor Debbie Weishaar attended the meeting.
- III. Approval of Minutes: Motion to approve minutes of regular meeting from March 15, 2017 by Wagner, second by Monks. Ayes: Boehner, Monks, Noble, Sizemore, Wagner, & Warren. Nays: None.
- IV. Correspondence: Email thank you from patron praising our ILL services. Notice of certification from Jessie White's office that the per capita grant has been approved in the amount of \$14,000 depending on Illinois State budget.
- V. Approval of bills for payment: Motion to approve all bills as presented by Monks, second by Boehner. Motion passed on voice vote. Ayes: Boehner, Monks, Noble, Sizemore, Wagner, & Warren. Nays: None.
- VI. Financial Report for March 2016: Treasurer Monks reported that we are nine months into the fiscal year, so we should be at 75%. We have all our income, and most everything is in line with or less than what was budgeted, with electricity being the only line over budget. The budget is doing well at 65.8% or a little over 9% under budget.
- VII. Librarian's Report: Ms. Dienes reported that the HVAC panel upgrade is not completely finished yet, despite earlier predictions. Dave from Arctic needs to re-enable parts of the system that were shutdown to protect it last fall/winter. She also reported that Pangere and Jeld Wen will be coming to look at several of the new windows that are not opening/closing properly. Staff are starting their annual evaluations. Admin. Asst. Bonfiglio will be on leave for approximately another three weeks. The board thanked Dienes and her husband for cleaning the library prior to the new cleaning company starting, and Dienes acknowledged that it was really a group effort by many staff. *Say Yes to the Prom Dress* was a success with 13-15 girls selecting dresses, and the remaining dresses were donated to the Northern Illinois Food Bank.
- VIII. Public Comment: No public comment.

- IX. Community Outreach: Trustee Monks attended the village board meeting where they discussed an electronic sign to be placed on Rt. 394 to direct people to the historic downtown. She also mentioned the signs for local businesses, including the library, which are being placed on light poles in downtown Crete. There was brief mention of the residents that are opposing the CSX intermodal facility and the opening of HITS Balmoral Park on May 10.
- X. Other board reports:
- a. Friends of the Crete Public Library: The Friends group will meet next week.
 - b. Crete Library Foundation: The Foundation did not meet.
- XI. Old Business:
- a. Board of Trustees Bylaws Review: Dienes reported that the lawyer has now reviewed the financial section and that Monks's revisions have been incorporated.
- XII. New Business:
- a. Tuition Reimbursement Request: Board agreed to support Maurita Jones's request for tuition reimbursement when she completes a class towards her LTA.
 - b. Board Officers Election: Dienes reminded the board that officer positions are due to be updated at the next board meeting now that the April Consolidated Election is over and the new board member will be sworn in next month. Board will discuss next month.
 - c. Preliminary FY2017-18 Budget: Dienes reported that the budget draft reflects a minor increase in the EAV and income from interest, but says she doesn't count on us getting the per capita grant money. At Nobel's inquiry, Dienes explained how IMRF contributions from the employer work and how IMRF uses a formula based on many variables. We had many retirements in recent years, which affected this budget line. Dienes also explained how staff hours affect the IMRF budget line and why libraries keep staff at under 20 hrs/wk to keep this budget line under control.
- XIII. Adjournment: Motion to adjourn at 7:40 p.m. by Wagner, second by Monks. Motion passed. Ayes: Boehner, Monks, Noble, Sizemore, Wagner, & Warren. Nays: None.

Respectfully Submitted,
Georgia Sizemore, Secretary