

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

Budget and Appropriation Hearing

MEETING AGENDA

1. Call to order
2. Introduction of Guests/Visitors
3. Approval of Minutes
 - Regular Board Meeting, June 21, 2017 (Action item)
 - Closed Session June 21, 2017 (Action item)
4. Correspondence
5. Approval of Bills for Payment (Action item)
6. Financial Report for June 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. FY2017/18 Budget & Appropriations Ordinance 17-04 (Action item)
 - B. Board Vacancy (Action item)
 - C. Per Capita Grant Requirements for Trustees (Information item)
12. New Business
 - A. Safe Child Policy (Information item)
 - B. Secretary's Audit Committee (IPLAR Appointment) (Information item)
13. Adjournment

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

- I. Call to order: Meeting called to order at 7:08 p.m. by President Boehner. Those in attendance: President Boehner, trustees Monks, Noble, Sizemore, Van Zyl and Williams. Also in attendance: Executive Director Dienes, Asst. Director Amschl and Admin. Asst. Bonfiglio.
- II. Introduction of guests/visitors: There were no guests/visitors.
- III. Approval of Minutes: Motion to approve minutes of the regular board meeting June 21, 2017 by Monks, second by Williams. Motion to approve minutes of the closed session of board meeting June 21, 2017 by Monks, Sizemore. Both motions passed. Ayes: Monks, Noble, Sizemore, Van Zyl and Williams. Nays: None.
- IV. Correspondence: There was no correspondence.
- V. Approval of bills for payment: Motion to approve all bills as presented by Van Zyl, second by Noble. Motion passed on voice vote. Monks, Noble, Sizemore, Van Zyl and Williams. Nays: None.
- VI. Financial Report for June 2017: Treasurer Monks reviewed the income/expense report for the year ending June 30, 2017. Overall the library received nearly all expected income with the exception of the Per Capita Grant and expenses were below the budgeted amount. Motion to approve the financial report for June 2017 by Sizemore, second by Van Zyl. Motion passed on voice vote. Monks, Noble, Sizemore, Van Zyl and Williams. Nays: None.
- VII. Librarian's Report: The library is still waiting for a final walk-through on the HVAC panel project. Phase II of the project will start soon with a request for bids to replace thermostats and vac units. The library hosted another trivia night at Evil Horse with over 100 people in attendance. The new STEAM coordinator is starting to bring in more tweens for the various programs.
- VIII. Public Comment: No public comment.
- IX. Community Outreach: The Township is working with CSX and the area residents to form a wish list on the project.
- X. Other Board Reports:
 - A. Friends of the Crete Library: The Friends collected approximately \$360.00 at the HITS fundraiser.
 - B. Crete Library Foundation: The Foundation will pay for the new outside benches, waste can & ash can.

XI. Old Business:

- A. FY2017/18 Budget & Appropriations Ordinance 17-04: Motion to approve FY2017/18 Budget & Appropriations Ordinance 17-04 in the amount of \$2224600.00 by Monks, second by Van Zyl. Motion passed on voice vote. Monks, Noble, Sizemore, Van Zyl and Williams. Nays: None.
- B. Board Vacancy: The board interviewed the 5 candidates. Those candidates were narrowed down to two. The board weighed the strengths & weakness of each one. Motion by Sizemore to appoint Richard Beil as the new trustee, second by Monks. Motion passed. Ayes: Monks, Noble, Sizemore, Van Zyl & Williams.
- C. Per Capita Grant Requirements for Trustees: The required reading was included in last month's board packet. The board discussed the information & made some suggestions for orientation of new trustees.

XII. New Business:

- A. Safe Child Policy: The Children's Librarian drafted a new policy for children visiting the library. This would replace the unattended child policy which is currently being used. The board asked for clarification on several points. The policy will be revised.
- B. Secretary's Audit Committee (IPLAR Appointment): The committee will be Trustees Boehner & Williams.

XIII. Adjournment: Motion to adjourn at 8:29 by Noble, second by Sizemore. Motion passed. Ayes: Monks, Noble, Sizemore, Van Zyl & Williams. Nays: None.

Respectfully Submitted,
Georgia Sizemore, Secretary