

**CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING**

September 20, 2017

7:00 p.m.

MEETING AGENDA

1. Call to order
2. Introduction of Guests/Visitors
3. Approval of Minutes
 - Regular Board Meeting, August 16, 2017 (Action item)
4. Correspondence
5. Approval of Bills for Payment (Action item)
6. Financial Report for September 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 Trustee Signature Cards (Action item)
 - B. Policy Review: Internet Policy (Action item)
12. New Business
 - A. Library Building and Grounds: HVAC Project Phase Two (Action item)
 - B. FY2017/2018 Levy Memo (Information item)
 - C. Close for Staff Training Friday, December 1, 2017 (Action item)
13. Adjournment

CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
September 20, 2017

- I. Call to order: Meeting called to order by Vice-President Noble at 7:00p.m. Those in attendance: Vice-President Noble, trustees: Beil, Monks, Sizemore & Williams. Also in attendance: Executive Director Dienes, Asst. Director Amschl & Admin. Asst. Bonfiglio. Motion to move item A, Library Building and Grounds: HVAC Project Phase Two under new business to before the Approval of Minutes by Monks, second by Sizemore. Motion passed. Ayes: Beil, Monks, Sizemore & Williams. Nays: None.
- II. Introduction of guests/visitors: Jim Maciejewski & Joe Cash from JMA Architects. Jan Meister & Mary Bookwalter were honored for the butterfly house that they made.
- III. Library Building & Grounds: HVAC Project Phase Two: Mr. Maciejewski & Mr. Cash spoke about the need for phase two of the HVAC project. The next part of the project would be to replace the pneumatic thermostats and controllers with ones that are electric and will work better with the new control panel. The library would have a more efficient system and will be able to adjust the temperature within the building better. The project can be broken apart either by replacing first the thermostats then the controllers or one floor could be done & then the other floor, during the next fiscal year. Motion to have JMA prepare a bid package for the HVAC Project Phase Two by Monks, second by Beil. Motion passed on voice vote. Ayes: Beil, Monks, Sizemore & Williams. Nays: None.
- IV. Approval of Minutes: Motion to approve minutes of the regular board meeting August 16, 2017 by Beil, second by Sizemore. Motion passed. Ayes: Beil, Monks, Sizemore & Williams. Nays: None.
- V. Correspondence: No correspondence.
- VI. Approval of Bills for Payment: Motion to approval all bills for payment by Williams, second by Monks. Motion passed on voice vote. Ayes: Beil, Monks, Sizemore & Williams. Nays: None.
- VII. Financial Report for August 2017: Overall expenses are at 16% which is what they should be at for this fiscal year. Again some line items were high due to annual payments paid at the beginning of the fiscal year but will level off as year progresses. Motion to approve the Financial Reports for August 2017 by Sizemore, second by Williams. Motion passed on voice vote. Ayes: Beil, Monks, Sizemore & Williams. Nays: None.
- VIII. Librarian's Reports: Ms. Dienes emailed the trustees links to several safety videos. Trustees are required to view a video as part of the per capita grant requirements. For safety reasons Ms. Dienes has decided to close but not lock the door to the administrative offices.
- 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 will meet next week. Tickets for the butterfly quilt have been selling well.
 - B. Crete Library Foundation: The Foundation agreed to pay a portion of the new shelving that is needed in the children's department.
- XII. Old Business:
 - A. Board of Trustee Signature Cards: Motion to approve all current trustees as signers on the bank accounts by Monks, second by Sizemore. Motion passed on voice vote. Ayes: Beil, Monks, Sizemore & Williams. Nays: None.
 - B. Policy Review: Internet Policy: Motion to approve the revised Internet Policy by Sizemore, second by Beil. Motion passed on voice vote. Ayes: Beil, Monks, Sizemore & Williams. Nays: None.
- XIII. New Business:
 - A. FY2017/2018 Levy Memo: The levy will be similar to last year's. There has been some new growth but not enough to be significant. Due to the timing of next month's meeting the levy will be published in the newspaper this month.
 - B. Close for Staff Training Friday, December 1, 2017: Motion to close the library on Friday, December 1, 2017 for staff training by Williams, second by Monks. Motion passed. Ayes: Beil, Monks, Sizemore & Williams. Nays: None.
- XIV. Adjournment: Motion to adjourn at 8:17 p.m. by Beil, second by Monks. Motion passed. Ayes: Beil, Monks, Sizemore & Williams. Nays: None.

Respectfully Submitted,
Georgia Sizemore, Secretary