

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

November 15, 2017

7:00 p.m.

Levy Hearing

MEETING AGENDA

1. Call to order
2. Introduction of Guests/Visitors
3. Approval of Minutes
 - Regular Board Meeting, October 18, 2017 (Action item)
4. Correspondence
5. Approval of Bills for Payment (Action item)
6. Financial Report for November 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. Approval of the FY2017 Tax Levy in the amount of \$1,768,400.00 (Action item)
 - B. Temperature Control Upgrade Phase 2 Bid (Action item)
 - C. Approval of the Revised Meeting Room Policy (Action item)
12. New Business
 - A. Staff Appreciation/Trustee Fund (Information item)
 - B. Per Capita Grant Requirement: Review of Safety Checklist (Information item)
13. Adjournment

CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
November 15, 2017

- I. Call to order: Meeting called to order by President Boehner at 7:05 p.m. Those in attendance: President Boehner, trustees: Beil, Monks, Noble, Sizemore, Van Zyl & Williams. Also in attendance: Executive Director Dienes, Asst. Administrator Amschl & Admin. Asst. Bonfiglio. Motion to amend the agenda to move Temperature Control Upgrade Phase 2 bid under Old Business to item 2 by Monks, second by Van Zyl. Motion passed. Ayes: Beil, Monks, Noble, Sizemore, Van Zyl & Williams. Nays: None.
- II. Introduction of Guest/Visitors: Mr. Maciejewski from JMA Architects presented the results from the recent bid opening. F.E. Moran had the lowest combined bid for the project. \$93300.00 for the base bid which is the second floor and \$86000.00 for the alternate which is the first floor. The project would be completed in two parts, the second floor in the spring and the first floor in the fall so as to be on two different fiscal years. After contacting F.E. Moran, Mr. Maciejewski mentioned that F. E. Moran would be willing to complete the entire project in the spring, but would invoice the second part of the project after the start of our next fiscal year. Mr. Maciejewski will alter the contract to reflect this. Motion to accept bid from F.E. Moran for the mechanical renovations project in the amount of \$179300.00 to be billed on separate fiscal years by Monks, second by Beil. Motion passed on voice vote. Ayes: Beil, Monks, Noble, Sizemore, Van Zyl & Williams. Nays: None.
- III. Approval of minutes: Motion to approve minutes of the regular board meeting of October 18, 2017 by Noble, second by Sizemore. Motion passed. Ayes: Beil, Monks, Noble, Sizemore, Van Zyl & Williams. Nays: None.
- IV. Correspondence: Letter thanking the library for providing goody bags to the participants of the Crete Clean Up Day.
- V. Approval of bills for payment: Motion to approve all bills for payment by Monks, second by Van Zyl. Motion passed on voice vote. Ayes: Beil, Monks, Noble, Sizemore, Van Zyl & Williams. Nays: None.
- VI. Financial Report for October 2017: Treasurer Monks reported that one third of the way through the fiscal year, the library has received most of the tax money and expenses are below 33%. Most of the expenses have leveled off for the year. Motion to approve the October 2017 financial report by Sizemore, second by Williams. Motion passed. Ayes: Beil, Monks, Noble, Sizemore, Van Zyl & Williams. Nays: None.
- VII. Librarian's Reports: Ms. Dienes mentioned that she & Ms. Amschl met with the manager at Evil Horse to discuss the holiday party. The party is set for January 7th from 5-8 p.m.
- VIII. Public Comment: No public comment.
- IX. Community Outreach: Ms. Monks reported that the Crete Creative Gallery will open on November 24th.

- X. Other Board Reports:
 - A. Friends of the Crete Public Library: The Friends have started selling the holiday book bundles and they are selling well. The Friends are looking for children to represent the Friends in the Crete Country Christmas parade next month.
 - B. Crete Library Foundation: The Foundation has decided to not renew the Director's & Officer's Liability insurance policy. It is not required & the Foundation does not administer a large amount of funds.
- XI. Old Business:
 - A. Approval of the FY2017 Tax Levy in the amount of \$1,768,400.00: Motion to approve FY2017 Tax Levy in the amount of \$1,768,400.00 by Beil, second by Monks. Motion passed on voice vote. Ayes: Beil, Monks, Noble, Sizemore, Van Zyl & Williams. Nays: None.
 - B. Approval of revised Meeting Room Policy: Motion to approve revised meeting room policy by Noble, second by Williams. Motion passed. Ayes: Beil, Monks, Noble, Sizemore, Van Zyl & Williams. Nays: None.
- XII. New Business:
 - A. Staff Appreciation/Trustee Fund: Ms. Dienes would like to change the way the staff receives their holiday bonus. The bank account Trustee Fund is no longer used and should be closed. The money in the account would be transferred to the general fund.
 - B. Per Capita Grant Requirement: Review of Safety Checklist: Most of the items on the checklist have been covered. The remaining items should be completed in the next few months.
- XIII. Adjournment: Motion to adjourn at 8:04 p.m. by Sizemore, second by Monks. Motion passed. Ayes: Beil, Monks, Noble, Sizemore, Van Zyl & Williams. Nays: None.

Respectfully Submitted,
Georgia Sizemore, Secretary