

**CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
January 15, 2020
6:30 p.m.**

MEETING AGENDA

1. Call to order
2. Introduction of Guests/Visitors
3. Approval of Minutes
 - Levy Hearing, November 20, 2019 (Action item)
 - Regular Board Meeting, November 20, 2019 (Action item)
4. Audit Review: Nathan Pasbrig, auditor, O'Neill & Gaspardo (Information item)
5. Correspondence
6. Approval of Bills for Payment (Action item)
7. Financial Report for December 2019 (Action item)
8. Building & Grounds
9. Librarians' Reports
10. Public Comment
11. Community Outreach
12. Other Board Reports
 - A. Friends of the Crete Public Library
13. Old Business
 - A. Approval/Rejection of Bid(s) for Condensing Unit Replacement (Information/Action item)
 - B. Approval of Amanda Standerfer Contract for Strategic Plan (Information/Action item)
14. New Business
 - A. Review of 2019 Closed Meeting Minutes for June-December 2019 (ILCS 120/2.06d) (Information item)
 - B. Resolution 20-01 to Close Capital Projects and Memorial Funds (Information item)
 - C. Premium Only Plan (POP) Amendment Resolution 20-02 (Action item)
15. Adjournment

CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
January 15, 2020

- I. Call to Order: Meeting called to order by President Monks at 6:30 p.m. Those in attendance: President Monks, trustees: Beil, Boehner, Brennan, Noble & Van Zyl. Absent: Williams. Also in attendance: Executive Director Dienes, Asst. Director Amschl and Admin. Asst. Bonfiglio.
- II. Introduction of Guest/Visitors: Nathan Pasbrig of O’Neill & Gaspardo auditing firm.
- III. Approval of Minutes: Motion to approve minutes of levy hearing of November 20, 2019 by Noble, second by Van Zyl. Motion to approve minutes of regular meeting of November 20, 2019 by Boehner, second by Noble. Both motions passed. Ayes: Beil, Boehner, Brennan, Noble & Van Zyl. Nays: None.
- IV. Audit Review: Nathan Pasbrig, auditor, O’Neill & Gaspardo: Mr. Pasbrig reviewed the audit with the trustees and mentioned some changes to the internal controls that are in place. He also stated that the audit went well, with no significant issues.
- V. Correspondence: There was no correspondence.
- VI. Approval of Bills for Payment: Motion to approve all bills as presented by Beil, second by Van Zyl. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Noble & Van Zyl. Nays: None.
- VII. Financial Report for December 2019: Treasurer Van Zyl reported that at the half way mark, finances looked well and that most of the expenses were under 50%. Motion to approve the Financial Report for December 2019 by Boehner, second by Noble. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Noble & Van Zyl. Nays: None.
- VIII. Building & Grounds: Ms. Dienes reported that the elevator project is complete. The final inspection was performed and the elevator passed. The lights in each stairwell were reworked and now the stairs are better lit and bulbs will be easier to replace.
- IX. Librarian’s Report: The library acquired a used metal cabinet that can be used to store items in the stairwell.
- X. Public Comment: There was no public comment.
- XI. Community Outreach: Ms. Monks mentioned the upcoming art show at Crete Creative.
- XII. Other Board Reports:
 - A. Friends of the Crete Public Library: The Friends did not meet in December. They did raffle off the donated quilt and many Friends attended the reception for their 30th anniversary.

XIII. Old Business:

- A. Approval/Rejection of Bids for Condensing Unit Replacement: After consulting with the library's attorney, the three lowest bids were deemed incomplete and could not be accepted. The remaining bids were all much higher than anticipated. Our repair man from Arctic Engineering, said that the current condensing unit should hold up for another year. The recommendation from JMA is to reject all the bids and revisit the project next fiscal year. Motion to reject all condensing unit replacement bids by Beil, second by Van Zyl. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Noble & Van Zyl. Nays: None.
- B. Approval of Amanda Standerfer Contract for Strategic Plan: Ms. Dienes reviewed the contract and consulted with other directors concerning strategic plans. The board felt that a do-it-yourself approach would work better. Ms. Dienes will form a committee to start the project.

XIV. New Business:

- A. Review of 2019 Closed Meeting Minutes for June – December 2019: The only closed minutes were concerning the Executive Director's annual review. Motion to keep minutes of closed meetings June – December 2019 closed by Boehner, second by Van Zyl. Motion passed. Ayes: Beil, Boehner, Brennan, Noble & Van Zyl. Nays: None.
 - B. Resolution 20-01 to Close Capital Projects and Memorial Funds: The bank accounts have been closed for some time, the resolution will just close the library funds as well. Motion to approve Resolution 20-01 to close Capital Projects and Memorial Funds by Brennan, second by Noble. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Noble & Van Zyl. Nays: None.
 - C. Premium Only Plan (POP) Amendment Resolution 20-02: The library offers a premium only plan for any employees that must pay for any insurance. The plan saves the employees and library money. Motion to approve the Premium Only Plan (POP) Amendment Resolution 20-02 by Boehner, second by Van Zyl. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Noble & Van Zyl. Nays: None.
- XV. Adjournment: Motion to adjourn at 7:39 p.m. by Boehner, second by Brennan. Motion passed. Ayes: Beil, Boehner, Brennan, Noble & Van Zyl. Nays: None.

Respectfully Submitted,
Judy Boehner, Secretary