

**CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
March 18, 2020
6:30 p.m.**

MEETING AGENDA

1. Call to order
2. Introduction of Guests/Visitors
3. Approval of Minutes
 - Regular Board Meeting, February 19, 2020 (Action item)
4. Correspondence
5. Approval of Bills for Payment (Action item)
6. Financial Report for February 2020 (Action item)
7. Building & Grounds
8. Librarians' Reports
9. Public Comment
10. Community Outreach
11. Other Board Reports
 - A. Friends of the Crete Public Library
12. Old Business
 - A. Transfer of Surplus Funds FY2018/19 Resolution 20-03 (Action item)
13. New Business
 - A. Trustee Training Workshop (Information item)
 - B. Pandemic Response Procedures / Ramifications for Library and Staff (Information item)
 - C. Community Survey (Information item)
 - D. Notary Public Policy (Information item)
14. Adjournment

CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
MARCH 18, 2020

- I. Call to order: Meeting called to order by President Monks at 6:30 p.m. Those in attendance: President Monks, trustees: Beil, Brennan, Noble & Williams. Van Zyl arrived 6:40, Boehner was absent. Also in attendance: Executive Director Dienes, Asst. Director Amschl & Admin. Asst. Bonfiglio.
- II. Introduction of Guests/Visitors: There were no guests or visitors.
- III. Approval of Minutes: Motion to approve minutes of February 19, 2020 by Williams, second by Noble. Motion passed. Ayes: Beil, Brennan, Monks, Noble & Williams. Nays: None.
- IV. Correspondence: Response from Police Chief Pieritz which states that the police department will make regular safety checks at the library.
- V. Approval of Bills for Payment: Motion to approve all bills for payment by Noble, second by Brennan. Motion passed on voice vote. Ayes: Beil, Brennan, Monks, Noble & Williams. Nays: None.
- VI. Financial Report: Ms. Monks reviewed the financial report and expenditures are below what is expected for the fiscal year. Motion to approve the February 2020 Financial Report by Brennan, second by Beil. Motion passed on voice vote. Ayes: Beil, Brennan, Monks, Noble & Williams. Nays: None.
- VII. Building & Grounds: The flashing was repaired by the chimney and that should fix the problem with the water entering the wall. The inside repairs will take place after it is determined that the fix was sufficient.
- VIII. Librarian's Reports: There was nothing to add.
- IX. Public Comment: There was no public comment.
- X. Community Outreach: Ms. Monks attended the village board meeting. The Village has decided to cancel the Memorial Day parade.
- XI. Other Board Reports:
 - A. Friends of the Crete Public Library: The Friends have cancelled their board meeting next week.

XII. Old Business:

- A. Transfer of Surplus Funds FY2018/19 resolution 20-03: Motion to approve transfer of surplus funds FY2018/19 resolution 20-03 by Beil, second by Van Zyl. Motion passed on voice vote. Ayes: Beil, Brennan, Monks, Noble Van Zyl & Williams. Nays: None.

XIII. New Business:

- A. Trustee Training Workshop: There is a trustee training workshop scheduled for May. The Executive Director will let the board know if it will still take place by the next board meeting.
- B. Pandemic Response Procedures/Ramifications for Library and Staff: The board discussed the Pandemic Response Procedures and what steps had already been taken. They also talked about what further steps needed to be taken. Some staff have been working in the building &/or at home. Ms. Dienes mentioned that since the budget for this fiscal year was already set, the board may choose to continue to pay the staff during this shut-down. Motion to pay staff their regular scheduled hours during the shut-down by Williams, second by Beil. Motion passed on voice vote. Ayes: Beil, Brennan, Monks, Noble, Van Zyl & Williams. Nays: None.
- C. Community Survey: Ms. Dienes has gotten samples from other libraries and tailored the questions to our library. The marketing committee has also given their feedback. The survey may be postponed due to the current pandemic situation.
- D. Notary Public Policy: Ms. Amschl has been working on the policy. There are currently two employees that are notaries and the policy will protect them as well as the library.

- XIV. Adjournment: Motion to adjourn at 7:43 p.m. by Brennan, second by Van Zyl. Motion passed. Ayes: Beil, Brennan, Monks, Noble, Van Zyl & Williams. Nays: None.

Respectfully Submitted,
Sharon Bonfiglio, Admin. Asst.