

**CRETE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
May 20, 2020  
6:30 p.m.**

**MEETING AGENDA**

1. Call to order
2. Introduction of Guests/Visitors
3. Approval of Minutes of March 18, 2020 Board Meeting (Action item)
4. Correspondence
5. Approval of Bills for Payment (Action item)
6. Financial Report for April and May 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. FY 2020/21 Budget & Appropriations Ordinance 20-01 Draft (Action item)
  - B. Approval of Resolution 20-03 To Close the Crete Public Library District Building and Maintenance Levy Fund (Action item)
13. New Business
  - A. Director's Evaluation (Information item)
  - B. Work from Home Policy (Information item)
  - C. Phased Reopening Plans (Information item)
  - D. Approval of Staff Salaries for FY2020/21 (Information/Action item)
14. Executive Session
15. Adjournment

Join Zoom Meeting

<https://us02web.zoom.us/j/4065307678>

Meeting ID: 406 530 7678

+1 312 626 6799 US (Chicago)

CRETE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING  
May 20, 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, Van Zyl & Williams. Absent: Noble. Also in attendance: Executive Director Dienes, Asst. Director Amschl & Admin. Asst. Bonfiglio. This meeting was conducted as a virtual meeting.
- II. Introduction of Guests/Visitors: There were no guests or visitors.
- III. Approval of Minutes of March 18, 2020 Regular Board Meeting: Motion to approve minutes of March 18, 2020 regular board meeting by Boehner, second by Van Zyl. Motion passed. Ayes: Beil, Boehner, Brennan, Monks, Van Zyl & Williams. Nays: None.
- IV. Correspondence: Thank you from the Crete Pantry for a monetary donation. Various positive comments on social media for the online programs and postcards.
- V. Approval of Bills for Payment: Ms. Monks asked what Zoobean was. Ms. Dienes explained that it was an app that will be used for the summer reading and other programs. Mr. Beil asked about the amount to Walt's, there was an incorrect amount listed. Motion to approve bills with the corrected amount for Walt's by Williams, second by Beil. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Monks, Van Zyl & Williams. Nays: None.
- VI. Financial Report for March and April 2020: Treasurer Van Zyl stated that expenses were well below expected due to the shutdown. Motion to approve financial reports for March & April 2020 by Boehner, second by Brennan. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Monks, Van Zyl & Williams. Nays: None.
- VII. Building & Grounds: Ms. Dienes mentioned that the library was using this shutdown to do some work to the building & grounds. Protective wall panels will be installed and the parking lot will be repaired and seal coated as soon as weather permits. Ms. Monks added that marigolds were added to the butterfly garden.
- VIII. Librarian's report: Ms. Dienes stated that the library is boosting the Wi-Fi signal so it can be used more in the parking lot. Also the library has added more electronic content for patrons.
- IX. Public Comment: There was no public comment.
- X. Community Outreach: Crete Creative will open a few hours starting June 18<sup>th</sup>.
- XI. Other Board Reports:
  - A. Friends of the Crete Public Library: The Friends did not meet, however they decided to donate the unsold candy bars to the Crete Pantry.

XII. Old Business:

- A. FY 2020/2021 Budget & Appropriations Ordinance 20-01 Draft: The board reviewed the ordinance. Motion to approve FY2020/2021 Budget & Appropriation Ordinance 20-01 by Van Zyl, second by Brennan. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Monks, Van Zyl & Williams. Nays: None.
- B. Approval of Resolution 20-03 To Close the Crete Public Library District Building & Maintenance Levy Fund: The fund should be closed on the recommendation of our auditors. Motion to approve resolution 20-03 to close the Crete Public Library District Building & Maintenance Levy Fund by Van Zyl, second by Williams. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Monks, Van Zyl & Williams. Nays: None.

XIII. New Business:

- A. Director's Evaluation: The Director has submitted her self-evaluation. Trustees Boehner & Brennan will collate the responses from the trustees. The responses are due the week of June 8<sup>th</sup>.
- B. Work From Home Policy: Since so many of the staff are working from home the library should have a policy with clear expectations.
- C. Phased Reopening Plans: The reopening committee worked on all aspects for reopening and produced a comprehensive plan that will insure the safety of both staff and patrons.
- D. Approval of Staff Salaries for FY2020/21: The recommended increase for the new fiscal year is 1.9%. The budget can handle the increase with some merit increases. Motion to approve staff salary increase at 1.9% with some merit increases by Boehner, second by Van Zyl. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Monks, Van Zyl & Williams. Nays: None.

XIV. Executive Session: The board did not go into executive session.

XV. Adjournment: Motion to adjourn at 7:19 p.m. by Brennan, second by Van Zyl. Motion passed. Ayes: Beil, Boehner, Brennan, Monks, Van Zyl & Williams. Nays: None.

Respectfully Submitted,  
Judi Boehner, Secretary