

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

**June 17, 2020**

**6:30 p.m.**

**MEETING AGENDA**

1. Call to order
2. Introduction of Guests/Visitors
3. Approval of Minutes of May 20, 2020 Board Meeting (Action item)
4. Correspondence
5. Approval of Bills for Payment (Action item)
6. Financial Report for 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. Work From Home (Telecommute) Policy (Action item)
  - B. Director's Evaluation (Action item)
13. Closed Session to discuss *the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body.*  
5 ILCS 120/2(c) (1)
14. New Business
  - A. FY 2020/21 Ordinance 20-02 Authorizing Public Library Non-Resident Cards (Action item)
  - B. FY 2020/21 Ordinance 20-03 Board of Trustees Meetings Dates and Times (Action item)
  - C. Revision to Employee Handbook's Expense Reimbursement Policy (Information item)
  - D. Approval of FMLA Leave Expansion and Emergency Sick Leave Policy Due to COVID-10 (Information/Action item)
  - E. COVID-19 Travel Reporting Policy (Information/Action item)

## 15. Adjournment

CRETE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING  
JUNE 17, 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 & Williams. Also in attendance: Assistant Administrator Amschl & Admin. Asst. Bonfiglio. Boehner arrived 6:38.
- II. Introduction of Guests/Visitors: There were no guests or visitors.
- III. Approval of Minutes of May 20, 2020: Motion to approve minutes of May 20, 2020 by Williams, second by Van Zyl. Motion passed on voice vote. Ayes: Beil, Brennan, Monks, Noble, Van Zyl & Williams. Nays: None.
- IV. Correspondence: Letter from Secretary of State awarding the annual Per Capita Grant in the amount of \$22607.50.
- V. Approval of Bills for Payment: One additional bill for payment. TBS in the amount of \$5363.00 for PC Reservation license. This bill will be for FY2020/21. Motion to approve all bills as presented by Brennan, second by Noble. Motion passed on voice vote. Ayes: Beil, Brennan, Monks, Noble, Van Zyl & Williams. Nays: None.
- VI. Financial Report for May 2020: Treasurer Van Zyl reported that expenses were lower than expected due to the recent shut down. Some income was reduced as well. Motion to approve Financial Report for May 2020 by Brennan, second by Beil. Motion passed on voice vote. Ayes: Beil, Brennan, Monks, Noble, Van Zyl & Williams. Nays: None.
- VII. Building & Grounds: Ms. Amschl reported that the parking lot had been repaired & striped and mulch was added to the butterfly garden.
- VIII. Librarian's Report: There were no additions to the librarian's report.
- IX. Public Comment: There was no public comment.
- X. Community Outreach: Trustee Brennan mentioned that the Crete Creative would be opening for limited hours starting June 18<sup>th</sup>.
- XI. Other Board Reports:
  - A. Friends of the Crete Public Library: The Friends have not met recently but Discover Books has added a parking lot drop off bin for donations. The proceeds go to the Friends.
- XII. Old Business:
  - A. Work From Home (Telecommute) Policy: Motion to approve Work From Home (Telecommute) Policy by Beil, second by Boehner. Motion passed. Ayes: Beil, Boehner, Brennan, Monks, Noble, Van Zyl & Williams. Nays: None.
  - B. Director's Evaluation: The director evaluations were tabulated.

XIII.

Closed Session to discuss *the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body*. 5 ILCS 120/2 (c) (1): Motion to go into closed session at 6:46 p.m. by Boehner, second by Brennan. Motion passed. Ayes: Beil, Boehner, Brennan, Monks, Noble, Van Zyl & Williams. Nays: None. The board returned to open session at 7:15 p.m. Motion to increase the salary of the Executive Director by 2.5% by Boehner, second by Noble. Motion passed on voice vote. Ayes: Beil, Boehner, Monks, Noble, Van Zyl & Williams. Nays: Brennan.

XIV. New Business:

- A. FY2021 Ordinance 20-02 Authorizing Public Library Non-Resident Cards: Motion to approve FY2020/21 Ordinance 20-02 Authorizing Public Library Non-Resident Cards by Williams, second by Boehner. Motion Passed. Ayes: Beil, Boehner, Brennan, Monks, Noble, Van Zyl & Williams. Nays: None.
- B. FY2020/21 Ordinance 20-03 Board of Trustees Meeting Dates & Times: Motion to approve FY2020/21 Board of Trustees Meeting Dates & Times by Van Zyl, second by Brennan. Motion passed. Ayes: Beil, Boehner, Brennan, Monks, Noble, Van Zyl & Williams. Nays: None.
- C. Revision to Employee Handbooks' Expense Reimbursement Policy: The board suggested some changes to include Trustees in all the sections. Ms. Amschl will make the changes. Motion to approve Revision to Employee Handbooks' Expense Reimbursement Policy by Brennan, second by Boehner. Motion passed. Ayes: Beil, Boehner, Brennan, Monks, Noble, Van Zyl & Williams. Nays: None.
- D. Approval of EFMLA Leave Expansion and Emergency Sick Leave Policy Due to Covid-19: This policy will expire on December 31, 2020 unless otherwise noted. Motion to approve EFMLA Leave Expansion and Emergency Sick Leave Policy by Noble, second by Beil. Motion passed. Ayes: Beil, Boehner, Brennan, Monks, Noble, Van Zyl & Williams. Nays: None.
- E. Covid-19 Travel Reporting Policy: This policy will expire December 31, 2020 unless otherwise noted. Motion to approve Covid-19 Travel Reporting Policy by Van Zyl, second by Brennan. Motion passed. Ayes: Beil, Boehner, Brennan, Monks, Noble, Van Zyl & Williams. Nays: None.

XV. Adjournment: Motion to adjourn at 7:26 p.m. by Boehner, second by Noble. Motion passed. Ayes: Beil, Boehner, Brennan, Monks, Noble, Van Zyl & Williams. Nays: None.

Respectfully Submitted,  
Judi Boehner, Secretary