

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

August 19, 2020

6:30 p.m.

MEETING AGENDA

1. Call to order
2. Introduction of Guests/Visitors
3. Approval of Minutes
 - a. July 15, 2020 Regular Board Meeting (Action item)
 - b. July 15, 2020 Budget and Appropriations Hearing Minutes (Action item)
4. Correspondence
5. Approval of Bills for Payment (Action item)
6. Financial Report for July 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. Secretary's Audit Review of FY2019/20 Meeting Minutes (Information item)
13. New Business
 - A. IPLAR for FY 2019/20 (Information item)
 - B. Treasurer's Report June 30, 2020 (Information item)
 - C. Amendment to Safe Child Policy (Information/Action item)
 - D. Amendment to Patron Behavior Policy (Information/Action item)
14. Adjournment

CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
August 19, 2020

- I. Call to Order: Meeting called to order by President Monks at 6:32 p.m. Those in attendance: President Monks, trustees: Beil, Boehner, Brennan & Williams. Absent: Noble & Van Zyl. 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:
 - A. July 15, 2020 Regular Board Meeting: Motion to approve minutes of Regular Board Meeting of July 15, 2020 by Williams, second by Boehner. Motion passed. Ayes: Beil, Boehner, Brennan Monks & Williams. Nays: None.
 - B. July 15, 2020 Budget & Appropriations Hearing Minutes: Motion to approve minutes of the Budget & Appropriations meeting of July 15, 2020 by Brennan, second by Beil. Motion passed. Ayes: Beil, Boehner, Brennan Monks & Williams. Nays: None.
- IV. Correspondence: The library received an email from Will County regarding the CARES Act Funding. The library is eligible to apply for reimbursement for some expenses incurred due to Covid-19. Ms. Dienes will fill out the application and send in the required information.
- V. Approval of Bills for Payment: There were two additional bills for payment, both to Industrial Appraisal for a total of \$255.00. Motion to approve all bills as presented by Williams, second by Boehner. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan Monks & Williams. Nays: None.
- VI. Financial Report for July 2020: Ms. Monks reviewed the report and mentioned that over 50% of the tax income had been received already. The expenses were all in line with one exception. The postage amount was high because the library made provisions for the newsletter postage for the next several months. Motion to approve Financial Report for July 2020 by Beil, second by Brennan. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan Monks & Williams. Nays: None.
- VII. Building & Grounds: Due to the storm and power outage last week the library closed early on August 10th. The new Covid-19 recommendation is to have fresh air in the building if possible. Arctic Engineering has been adjusting the HVAC to accommodate the increase of fresh air. Ms. Dienes signed a new contract with Colley Elevator for service. Since the elevator is essentially new, Colley suggested that the elevator would only need quarterly maintenance. Ms. Dienes asked the board about adding some picnic tables for patrons who want to use the extended WIFI outside.
- VIII. Librarian's Report: There was nothing to add.
- IX. Public Comment: There was no public comment.
- X. Community Outreach: The Crete Creative has another artist coming next month. The library is now posting on the app Next Door.

- XI. Other Board Reports:
 - A. Friends of the Crete Public Library: The Friends have been inactive during this time.
- XII. Old Business:
 - A. Secretary's Audit Review of FY2019/20 Meeting Minutes: Trustee Williams had completed her audit, Trustee Noble was not at the meeting.
- XIII. New Business:
 - A. IPLAR for FY2019/20: The IPLAR is complete and ready to be submitted.
 - B. Treasurer's Report June 30, 2020: The Treasurer's Report is complete and will be posted on the library website once it is approved. Motion to approve Treasurer's Report June 30, 2020 by Boehner, second by Williams. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan Monks & Williams. Nays: None.
 - C. Amendment to Safe Child Policy: The amendment changes the age of unaccompanied children in the library to 13 and older. Many libraries are enacting this temporary change during the Covid-19 pandemic. Motion to approve Amendment to Safe Child Policy by Beil, second by Brennan. Motion approved. Ayes: Beil, Boehner, Brennan Monks & Williams. Nays: None.
 - D. Amendment to Patron Behavior Policy: The amendment would require patrons to wear a mask while in the building during the covid-19 pandemic. Motion to approve Amendment to Patron Behavior Policy by Boehner, second by Williams. Motion passed. Ayes: Beil, Boehner, Brennan Monks & Williams. Nays: None.
- XIV. Adjournment: Motion to adjourn at 7:19 p.m. by Beil, second by Brennan. Motion passed. Ayes: Beil, Boehner, Brennan Monks & Williams. Nays: None.

Respectfully Submitted,
Judi Boehner, Secretary