

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

October 21, 2020

6:30 p.m.

MEETING AGENDA

1. Call to order
2. Introduction of Guests/Visitors
3. Approval of Minutes
 - a. September 16, 2020 Regular Board Meeting (Action item)
4. Correspondence
5. Approval of Bills for Payment (Action item)
6. Financial Report for September 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. Approval of FY2020 Levy Ordinance Draft (Action item)
 - B. Awarding of Bid for Condensing Unit Replacement Project (Action item)
 - C. Per Capita Requirements for Trustees (Information item)
13. New Business
 - A. Board Permission to Close on Election Day Tuesday, November 3, 2020:
(Information/Action item)
 - B. Declaration of Vacancy of Office of Library Trustee Synthia Noble
(Information/Action item)
14. Adjournment

CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
October 21, 2020

- I. Call to order: Meeting called to order by President Monks at 6:31 p.m. Those in attendance: President Monks, trustees: Beil, Boehner, Brennan, Noble, Van Zyl & Williams. Also in attendance: Executive Director Dienes, Asst. Director Amschl, Admin. Asst. Bonfiglio & visitor Suzanne Oliver. Motion to amend the agenda to include: Approval of charging \$1.00 per page for public faxing by Boehner, second by Van Zyl. Motion passed. Ayes: Beil, Boehner, Brennan, Monks, Noble, Van Zyl & Williams. Nays: None.
- II. Introduction of Guests/Visitors: There was one visitor, Suzanne Oliver.
- III. Approval of Minutes:
 - A. September 16, 2020 Regular Board Meeting: Motion to approve minutes of the September 16, 2020 Regular Board Meeting by Williams, second by Boehner. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Monks, Noble, Van Zyl & Williams. Nays: None.
- IV. Correspondence: Thank you from patron for the new bilingual patron brochures.
- V. Approval of Bills for Payment: Motion to approve all bills for payment by Brennan, second by Van Zyl. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Monks, Noble, Van Zyl & Williams. Nays: None.
- VI. Financial Report for September 2020: Treasurer Van Zyl reported that the tax income is almost all received. Expenses are lower than the expected 25%. Motion to approve Financial Report for September 2020 by Noble, second by Beil. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Monks, Noble, Van Zyl & Williams. Nays: None.
- VII. Building & Grounds: The bid for the condensing unit took place and will be discussed later in the meeting.
- VIII. Librarian's Reports: There was nothing else to add.
- IX. Public Comment: There was no public comment.
- X. Community Outreach: The next show for the Crete Creative Gallery will be installed soon. The library will once again decorate a holiday tree at the gallery.
- XI. Other Board Reports:
 - A. Friends of the Crete Public Library: The Friends will not be selling book bundles this year but will start selling donated items on an honor system to avoid handling any cash. The dues membership for next year will be suspended.

XII. Old Business:

- A. Approval of FY2020 Levy Ordinance Draft: The levy draft is based on the rate that was decided on during last month's meeting. Motion to approve FY2020 Levy Ordinance Draft by Williams, second by Van Zyl. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Monks, Noble, Van Zyl & Williams. Nays: None.
- B. Awarding Bid for Condensing Unit Replacement Project: Motion to accept the lowest complete bid from F. E. Moran in the amount of \$125,600.00 by Brennan, second by Van Zyl. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Monks, Noble, Van Zyl & Williams. Nays: None.
- C. Per Capita Requirements for Trustees: The board discussed the first 5 chapters from *Serving Our Public*.

XIII. New Business:

- A. Board Permission to Close on Election Day Tuesday November 3, 2020: The state mandate does not apply to libraries. Motion to remain open on Election Day Tuesday November 3, 2020 by Noble, second by Boehner. Motion passed. Ayes: Beil, Boehner, Brennan, Monks, Noble, Van Zyl & Williams. Nays: None.
- B. Declaration of Vacancy of Office of Library Trustee Synthia Noble. Ms. Noble has resigned her position. Motion to declare a vacancy of office of library trustee by Beil, second by Williams. Motion passed on voice vote. Ayes: Beil, Boehner, Monks, Noble, Van Zyl & Williams. Nays: Brennan.
- C. Approval of Charging \$1.00 Per Page for Public Faxing: The library will get a new fax/scanning station. The \$1.00 per page charge will be lower than the previous company charged. Motion to approve charging \$1.00 per page for public faxing by Beil, second by Van Zyl. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Monks, Van Zyl & Williams. Nays: None.

Adjournment: Motion to adjourn meeting at 7:18 p.m. by Brennan, second by Beil. Motion passed. Ayes: Beil, Boehner, Brennan, Monks, Van Zyl & Williams. Nays: None.

Respectfully Submitted,
Judi Boehner, Secretary