

**CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
February 17, 2021
6:30 p.m.**

MEETING AGENDA

1. Call to order
2. Introduction of Guests/Visitors
3. Approval of Minutes
 - Regular Board Meeting, January 20, 2021 (Action item)
4. Correspondence
5. Approval of Bills for Payment (Action item)
6. Financial Report for January 2021 (Action item)
7. Librarians' Reports
8. Public Comment
9. Community Outreach
10. Other Board Reports
 - A. Friends of the Crete Public Library
11. Old Business
 - A. Elimination of Overdue Fines For Crete Patrons (Action item)
12. New Business
 - A. Transfer of Surplus Funds FY2019/20 Resolution 21-02 (Information item)
 - B. Revision of Youth Services School Liaison/Outreach Specialist Job Description (Information/Action item)
 - C. Collection Management Coordinator Job Description (Information/Action item)
 - D. Administrative Succession Plan (Information item/Action item)
13. Adjournment

CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
February 17, 2021

- 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, Oliver, Van Zyl (6:37) & Williams. Also in attendance: Executive Director Dienes, Asst. Director Amschl & Admin. Asst. Bonfiglio.
- II. Introduction or Guests/Visitors: There were no guests or visitors.
- III. Approval of Minutes:
Regular board meeting January 20, 2021: Motion to approve minutes of regular board meeting of January 20, 2021 by Boehner, second by Oliver. Motion passed. Ayes: Beil, Boehner, Brennan, Monks, Oliver & Williams. Nays: None.
- IV. Correspondence: The statement of economic interest application needs to be completed.
- V. Approval of Bills for Payment: There was one additional bill for payment. Contract Décor in the amount of \$1190.76 for window shades. Motion to approve all bills as presented by Beil, second by Boehner. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Monks, Oliver & Williams. Nays: None.
- VI. Financial Report for January 2021: Treasurer Van Zyl reported that the expenses for the year are below expected. Most of the tax revenue has been received. Motion to approve Financial Report for January 2021 by Oliver, second by Boehner. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Monks, Oliver, Van Zyl & Williams. Nays: None.
- VII. Librarian's Reports: There was nothing to add.
- VIII. Public Comment: There was no public comment.
- IX. Community Outreach: There was no community outreach.
- X. Other Board Reports:
 - A. Friends of the Crete Public Library: The Friends have not met. The Friends Book Sale is back open.
- XI. Old Business:
 - A. Elimination of Overdue Fines for Crete Patrons: The board reviewed the information. Motion to approve Elimination of Overdue Fines for Crete Patrons by Boehner, second by Williams. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Monks, Oliver, Van Zyl & Williams. Nays: None.

- XII. New Business:
- A. Transfer of Surplus Funds FY2019/20 Resolution 21/02: Some of the surplus funds from FY2019/20 will be transferred to other funds based on the auditor's suggestion. Motion to approve Transfer of Surplus Funds FY2019/20 Resolution 21/02 by Brennan second by Oliver. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Monks, Oliver, Van Zyl & Williams. Nays: None.
 - B. Revision of Youth Services School Liaison/Outreach Specialist Job Description: Currently the job is a full-time position and entails school liaison/outreach as well as some work at the library. Youth Services would like to make the job a part-time position. Motion to revise Youth Services School Liaison/Outreach Specialist Job Description by Van Zyl, second by Oliver. Motion passed. Ayes: Beil, Boehner, Brennan, Monks, Oliver, Van Zyl & Williams. Nays: None.
 - C. Collection Management Coordinator Job Description: Many smaller libraries have eliminated the Tech Services Department and combined it with Patron Services. This new position will be part of the Patron Services department. Motion to approve Collection Management Coordinator Job Description by Oliver, second by Van Zyl. Motion passed. Ayes: Beil, Boehner, Brennan, Monks, Oliver, Van Zyl & Williams. Nays: None.
 - D. Administrative Succession Plan: The state has suggested that each library have an Administrative Succession Plan in place. The board discussed the plan. Motion to approve Administrative Succession Plan by Oliver, second by Beil. Motion passed. Ayes: Beil, Boehner, Brennan, Monks, Oliver, Van Zyl & Williams. Nays: None.
- XIII. Adjournment: Motion to adjourn at 6:59 p.m. by Brennan, second by Van Zyl. Motion passed. Ayes: Beil, Boehner, Brennan, Monks, Oliver, Van Zyl & Williams. Nays: None.

Respectfully Submitted,
Judy Boehner, Secretary