

**CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
April 21, 2021
6:30 p.m.**

MEETING AGENDA

1. Call to order
2. Introduction of Guests/Visitors
3. Approval of Minutes of March 17, 2021 Board Meeting (Action item)
4. Correspondence
5. Approval of Bills for Payment (Action item)
6. Financial Report for March 2021 (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 Job Description Youth Services Supervisor (Action item)
 - B. Approval of Staff Compensation Merit Increases for FY 2021/2022 (Information / Action item)
13. New Business
 - A. Board of Trustees April 6, 2021 Election Results (Information item)
 - B. Preliminary FY2021/2022 Budget (Information item)
14. Adjournment

CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
APRIL 21, 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, Oliver & Williams. Absent: Brennan & 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 of March 17, 2021 Board Meeting: Motion to approve minutes of regular board meeting of March 17, 2021 by Boehner, second by Oliver. Motion passed. Ayes: Beil, Boehner, Monks, Oliver & Williams. Nays: None.
- IV. Correspondence: The library received a FOIA request that was not for the library.
- V. Approval of Bills for Payment: Trustee Beil requested that there be a slight change to the bills list. He would like a list at the end of the report. The list would include any vendors that have payments to multiple expense accounts. Motion to approve all bills by Williams, second by Beil. Motion passed on voice vote. Ayes: Beil, Boehner, Monks, Oliver & Williams. Nays: None.
- VI. Financial Report for March 2021: President Monks reviewed the income/expense report. The fiscal year is 75% completed and most of the expenses are well below that percent. Motion to approve Financial Report for March 2021 by Boehner, second by Oliver. Motion passed on voice vote. Ayes: Beil, Boehner, Monks, Oliver & Williams. Nays: None.
- VII. Building & Grounds: JMA Architects will update the capital improvement plan, in the meantime, the landscaping needs some attention. The board toured the grounds and Ms. Dienes pointed out some areas that need to be addressed. There are several dead trees that need to be replaced and the brick needs to be power washed. Since there is no major building project for the next fiscal year, Ms. Dienes would like to work on some of the landscaping improvements. Our landscaping company will compile an itemized list for the work that needs to be done.
- VIII. Librarian's Reports: There was nothing to add.
- IX. Public Comment: There was no public comment.
- X. Community Outreach: President Monks mentioned the recent Crete Historical Society interview with a former Crete resident who wrote letters to soldiers from Crete during WW II. The video is available on You Tube. There will be a photography show at Crete Creative next month.
- XI. Other Board Reports:
 - A. Friends of the Crete Public Library: The Friends distributed gift cards from local businesses to the staff during National Library Week. They will also sell books at the upcoming Garden Walk. Cone Cottage will have a day-long fundraiser for the Friends, this will be in conjunction with Paint the Parking Lot.

XII. Old Business:

- A. Approval of Job Description Youth Services Supervisor: Trustee Boehner would like to add to the job description that the YS Supervisor may assist in hiring. Also there is a typo. Motion to approve Job Description Youth Services Supervisor with the changes that were discussed, by Beil, second by Williams. Motion passed on voice vote. Ayes: Beil, Boehner, Monks, Oliver & Williams. Nays: None.
- B. Approval of Staff Compensation Merit Increase for FY 2021/22: Ms. Dienes proposed a 2% cost of living increase with some merit increases. The library has lost several long time staff and will be replacing them with either part-time or staff at lower pay levels. Motion to approve Staff Compensation Merit increases for FY2021/22 by Boehner, second by Oliver. Motion passed on voice vote. Ayes: Beil, Boehner, Monks, Oliver & Williams. Nays: None.

XIII. New Business:

- A. Board of Trustees April 6, 2021 Election Results: There were four positions open and four people who ran for office. The trustees will be sworn in at the May meeting. Next month the trustees will need to propose a slate of officers for the next two year period. Any trustee that is interested in a particular position should contact the board president.
- B. Preliminary FY2021/22 Budget: Ms. Dienes presented the preliminary budget for the upcoming new fiscal year. There are some income & expenses that have been affected by the pandemic. The budget has been adjusted accordingly.

- XIV. Adjournment: Motion to adjourn at 7:27p.m. by Williams, second by Beil. Motion passed. Ayes: Beil, Boehner, Monks, Oliver & Williams. Nays: None.

Respectfully Submitted,
Judy Boehner, Secretary