

**CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
May 19, 2021
6:30 p.m.**

MEETING AGENDA

1. Call to order
2. Introduction of Guests/Visitors
3. Swearing in of Newly Elected Trustees
4. Election of Officers (Action item)
5. Approval of Minutes of April 21, 2021 Board Meeting (Action item)
6. Correspondence
7. Approval of Bills for Payment (Action item)
8. Financial Report for April 2021 (Action item)
9. Building & Grounds
10. Librarians' Reports
11. Public Comment
12. Community Outreach
13. Other Board Reports
 - A. Friends of the Crete Public Library
14. Old Business
 - A. FY 2021/22 Budget & Appropriations Ordinance 21-01 Draft (Action item)
 - B. Approval of Notary Policy (Information/Action item)
 - C. Revision of Patron Behavior Policy (Information/Action item)
15. New Business
 - A. Director's Evaluation (Information item)
16. Executive Session
17. Adjournment

CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
MAY 19, 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 & Williams. Also in attendance: Executive Director Dienes, Asst. Administrator Amschl & Admin. Asst. Bonfiglio.
- II. Introduction of Guests/Visitors: There were no guests or visitors.
- III. Swearing in of Newly Elected Trustees: Trustees Monks, Oliver, Van Zyl & Williams took the oath of office.
- IV. Election of Officers: The following slate of candidates was proposed. Van Zyl – President, Williams – Vice-President, Boehner –Secretary, Beil – Treasurer. Motion to accept proposed slate of officers by Boehner, second by Oliver. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Monks, Oliver, Van Zyl & Williams. Nays: None.
- V. Approval of Minutes April 21, 2021: Motion to approve minutes of regular meeting of April 21, 2021 by Williams, second by Oliver. Motion passed. Ayes: Beil, Boehner, Brennan, Monks, Oliver, Van Zyl & Williams. Nays: None.
- VI. Correspondence: There was an email concerning the Open Meetings Act training. The training website has been unavailable for several months.
- VII. Approval of Bills for Payment: Motion to approve all bills as presented by Beil, second by Boehner. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Monks, Oliver, Van Zyl & Williams. Nays: None.
- VIII. Financial Report for April 2021: Treasurer Van Zyl reported that the fiscal year is winding down and expenses are well below the budgeted amounts. Motion to approve Financial Report for April 2021 by Oliver, second by Boehner. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Monks, Oliver, Van Zyl & Williams. Nays: None.
- IX. Building & Grounds: The library added two more security cameras to cover some blind spots in the building.
- X. Librarian’s Reports: Sign up for Summer Reading starts June 1st. Programs will be virtual or held outside.
- XI. Public Comment: There was no public comment.
- XII. Community Outreach: The Crete Historical Society will showcase the new video “Letters Home: a WW II Scrapbook”.
- XIII. Other Board Reports:
 - A. Friends of the Crete Public Library: The Friends may resume their meetings in August.

XIV. Old Business:

- A. FY2021/22 Budget & Appropriations Ordinance 21-01 Draft: Some slight changes were made to the budget based on recommendations from Meristem Advisors, but the total amount stayed the same. Motion to approve FY2021/22 Budget & Appropriations Ordinance 21-01 Draft by Williams, second by Van Zyl. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Monks, Oliver, Van Zyl & Williams. Nays: None.
- B. Approval of Notary Policy: The library has not had an official notary policy before this. Motion to approve Notary Policy by Brennan, second by Oliver. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Monks, Oliver, Van Zyl & Williams. Nays: None.
- C. Revision of Patron Behavior Policy: The revision is based on the changes to the guidelines of the CDC concerning masks. Motion to approve revision of Patron Behavior Policy by Beil, second by Van Zyl. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Monks, Oliver, Van Zyl & Williams. Nays: None.

XV. New Business:

- A. Director's Evaluation: The Director has completed her self-evaluation and given it to the board members. Trustees Oliver and Van Zyl will collect and organize the evaluations from all the trustees. The evaluations will need to be submitted by May 28th.

XVI. Executive Session: The board did not go into executive session.

XVII. Adjournment: Motion to adjourn at 7:08 p.m. by Boehner, second by Van Zyl.

Respectfully Submitted,
Judy Boehner, Secretary