

**CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
November 17, 2021
6:30 p.m.
LEVY HEARING
MEETING AGENDA**

1. Call to order
2. Introduction of Guests/Visitors
3. Approval of Minutes of the Board Meeting of October 20, 2021 (Action item)
4. Correspondence
5. Approval of Bills for Payment (Action item)
6. Financial Report for October 2021 (Action item)
7. Librarians' Reports
8. Building & Grounds
9. Public Comment
10. Community Outreach
11. Other Board Reports/ Friends of the Crete Public Library
12. Old Business
 - A. Approval of 2021 Tax Levy Ordinance 21-04 in the amount of \$1,917,000.00 (Action item)
 - B. Per Capita Requirement Review (Information item)
 - C. Update on Director Search (Information item)
13. New Business
 - A. Staff Appreciation (Information/Action item)
 - B. FY2020/2021 Audit Update (Information item)
 - C. Approval of Removing Director as Signer on Petty Cash Account as of 12/31/2021(Information/action item)
 - D. Updates of the following policies: Sick Leave; VESSA; Library Records and Patron Confidentiality; Library Card Use and Restrictions; Gifts and Donations (Information item)
 - E. Introduction of New Policies: Homebound Service, Programming, Volunteer (Information item)
14. Adjournment

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

- I. Call to order: Meeting called to order by President Van Zyl at 6:35 p.m. Those in attendance: President Van Zyl, trustees: Beil, Boehner, Monks, Oliver & Williams. Absent: Brennan. Also in attendance: Executive Director Dienes, Asst. Director Amschl & Admin. Asst. Bonfiglio.
- II. Introduction of Guests/ Visitors: Jim Deiters of Deiters & Todd joined the meeting at 7:00p.m. via phone.
- III. Approval of Minutes of the Board Meeting of October 20, 2021: Motion to approve minutes of board meeting of October 20, 2021 by Monks, second by Boehner. Motion passed. Ayes: Beil, Boehner, Monks, Oliver & Williams. Nays: None.
- IV. Correspondence: There was no correspondence.
- V. Approval of Bills for Payment: There were 2 additional bills for payment. One to O'Neil & Gaspardo in the amount of \$4100.00 for a partial payment of the audit. One in the amount of \$7905.00 to Heritage Technology Solutions for quarterly IT service. Motion to approve all bills as presented by Monks, second by Boehner. Motion passed on voice vote. Ayes: Beil, Boehner, Monks, Oliver & Williams. Nays: None.
- VI. Financial Report for October 2021: Treasurer Beil pointed out the library has received over 90% of the tax revenue for the year and expenses are lower than budgeted. Motion to approve financial report for October 2021 by Williams, second by Oliver. Motion passed on voice vote. Ayes: Beil, Boehner, Monks, Oliver & Williams. Nays: None.
- VII. Librarian's Reports: There was nothing to add.
- VIII. Building & Grounds: Manuals for some of the old equipment were sorted and thrown away.
- IX. Public Comment: There was no public comment.
- X. Community Outreach: The Crete Creative will once again showcase local artists in December.
- XI. Other Board Reports, Friends of the Crete Public Library: The Friends are selling book bundles for \$5.00 during the holiday season. They plan to meet in person in January 2022.

XII. Old Business:

- A. Approval of Tax Levy Ordinance 21-04 in the amount of \$1,917,000.00: Motion to approve Tax Levy Ordinance 21-04 in the amount of \$1,917,000.00 by Boehner, second by Monks. Motion passed on voice vote. Ayes: Beil, Boehner, Monks, Oliver & Williams. Nays: None.
- B. Per Capita Requirement Review: The board needs to update the library's strategic plan. The new Director will need to work on a plan once they are hired.
- C. Update on Director Search: Mr. Deiters joined the meeting via phone. He said that with only a few days to the end of the deadline, they had already received 14 applications for the position. Over the next few weeks Deiters and Todd will review the applications and start conducting phone interviews with qualified candidates. Final interviews will take place in early January. The board agreed on dates for the zoom and in-person interviews.

XIII. New Business:

- A. Staff Appreciation: Motion to approve \$60.00 after tax staff holiday bonus by Monks, second by Oliver. Motion passed on voice vote. Ayes: Beil, Boehner, Monks, Oliver & Williams. Nays: None.
 - B. FY2020/21 Audit Update: The recent annual audit went smoothly. A draft should be available for the board at the January meeting.
 - C. Approval of Removing Director as Signer on Petty Cash Account as of 12/31/21: Motion to approve removing Director as signer on petty cash account as of 12/31/21 by Beil, second by Oliver. Motion passed. Ayes: Beil, Boehner, Monks, Oliver & Williams. Nays: None.
 - D. Updates of the following policies: Sick Leave, VESSA, Library Records and Patron Confidentiality, Library Card Use and Restrictions, Gifts and Donations: The board reviewed the changes to the policies. There were some corrections. The revised policies will be voted on at the January meeting.
 - E. Introduction of New Policies, Homebound Service, Programming and Volunteer: The board reviewed the new policies. They will be voted on at the January meeting.
- XIV. Adjournment: Motion to adjourn at 8:13 p.m. by Boehner, second by Oliver. Motion passed. Ayes: Beil, Boehner, Monks, Oliver & Williams. Nays: None.

Respectfully Submitted,
Judi Boehner, Secretary