

**CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
January 19, 2022
6:30 p.m.**

MEETING AGENDA

1. Call to order
2. Introduction of Guests/Visitors
3. Approval of Minutes
 - A. Levy Hearing, November 17, 2021 (Action item)
 - B. November 17, 2021 Regular Board Meeting (Action item)
 - C. December 7, 2021 Special Board Meeting (Action item)
 - D. December 7, 2021 Closed Session (Action item)
 - E. December 8, 2021 Special Board Meeting (Action item)
 - F. December 8, 2021 Closed Session (Action item)
 - G. January 8, 2022 Special Board Meeting (Action item)
 - H. January 8, 2022 Closed Session (Action item)
4. Correspondence
5. Approval of Bills for Payment (Action item)
6. Financial Report for December 2021 (Action item)
7. Building & Grounds
8. Librarian's Report
9. Public Comment
10. Community Outreach
11. Other Board Reports
 - A. Friends of the Crete Public Library
12. Old Business
 - A. Extension of FFCRA Benefits: Emergency Paid Sick Leave Policy (Information/Action item)
 - B. Approval of O'Neill & Gaspardo Audit Draft (Action item)
 - C. Approval of updates of the following policies: Sick Leave; VESSA; Confidentiality of Library Records and User Information; Library Card Use and Restrictions; Gifts and Donations; Meeting & Study Room Policy; Library Facilities & Use - Library Hours (Action item)

- D. Approval of New Policies: Homebound Service, Programming, Volunteer (Action item)
- E. Staff Appreciation (Action item)
- F. Director Search – Approval of Hiring of New Executive Director (Action item)

13. Executive Session to discuss *the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body*. 5 ILCS 120/2(c) (1)

14. New Business

- A. Review of 2021 Closed Meeting Minutes for June-November 2021 (ILCS 120/2.06d) (Information/Action item)
- B. Premium Only Plan (POP) Amendment Resolution 22-01 (Action item)
- C. Review Transfer of Surplus Funds Resolution 22-02 (Information/Action item)

15. Adjournment

CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
January 19, 2022

- I. Call to Order: President Van Zyl called the meeting to order at 6:30 p.m. Those in attendance: President Van Zyl, trustees: Beil, Boehner, Brennan, Monks, Oliver & Williams. Also in attendance: Interim Director Amschl & Admin. Asst. Bonfiglio.
- II. Introduction of Guests/Visitors: There were no guests or visitors.
- III. Approval of Minutes:
 - A. Levy Hearing, November 17, 2021: Motion to approve Levy Hearing minutes of November 17, 2021 by Boehner, second by Monks. Motion passed. Ayes: Beil, Boehner, Brennan, Monks, Oliver & Williams. Nays: None.
 - B. November 17, 2021 Regular Board Meeting: Motion to approve Regular Board Meeting minutes of November 17, 2021 by Brennan, second by Boehner. Motion passed. Ayes: Beil, Boehner, Brennan, Monks, Oliver & Williams. Nays: None.
 - C. December 7, 2021 Special Board meeting: Motion to approve December 7, 2021 Special Board meeting minutes by Williams, second by Brennan. Motion passed. Ayes: Beil, Boehner, Brennan, Monks, Oliver & Williams. Nays: None.
 - D. December 7, 2021 Closed Session: Motion to approve December 7, 2021 Closed Session minutes by Boehner, second by Beil. Motion passed. Ayes: Beil, Boehner, Brennan, Monks, Oliver & Williams. Nays: None.
 - E. December 8, 2021 Special Board Meeting: Motion to approve December 8, 2021 Special Board Meeting minutes by Oliver, second by Monks. Motion passed. Ayes: Beil, Boehner, Brennan, Monks, Oliver & Williams. Nays: None.
 - F. December 8, 2021 Closed Session: Motion to approve December 8, 2021 Closed Session minutes by Williams, second by Brennan. Motion passed. Ayes: Beil, Boehner, Brennan, Monks, Oliver & Williams. Nays: None.
 - G. January 8, 2022 Special Board Meeting: Motion to approve January 8, 2022 Special Board Meeting minutes by Boehner, second by Beil. Motion passed. Ayes: Beil, Boehner, Brennan, Monks, Oliver & Williams. Nays: None.
 - H. January 8, 2021 Closed Session: Motion to approve January 8, 2022 Closed Session minutes by Oliver, second by Monks. Motion passed. Ayes: Beil, Boehner, Brennan, Monks, Oliver & Williams. Nays: None.
- IV. Correspondence: Thank You from a patron for reference assistance. Also a Thank You from Ms. Dienes for the retirement party.

- V. Approval of Bills for Payment: Motion to approve all bills for payment by Monks, second by Oliver. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Monks, Oliver & Williams. Nays: None.
- VI. Financial Report for December 2021: Treasurer Beil reported that at the half way point for the fiscal year expenses are below expected at 42%. Motion to approve Financial Report for December 2021 by Boehner, second by Brennan. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Monks, Oliver & Williams. Nays: None.
- VII. Building & Grounds: There are some small projects that will need to be addressed in the coming months.
- VIII. Librarian's Report: The recent stats for the library were distributed at the meeting and discussed.
- IX. Public Comment: There was no public comment.
- X. Community Outreach: The Crete Creative will feature a local artist next month. Classes will resume soon.
- XI. Other Board Reports:
 - A. Friends of the Crete Public Library: The Friends cancelled the upcoming January meeting due to the rise of Covid cases.
- XII. Old Business:
 - A. Extension of FFCRA Benefits: Emergency Paid Sick Leave Policy: The board discussed the extension of some FFCRA Benefits until the end of June 2022. Motion to adopt new Emergency Paid Sick Leave Policy (formerly part of FFCRA) by Williams, second by Boehner. Motion passed. Ayes: Beil, Boehner, Brennan, Monks, Oliver & Williams. Nays: None.
 - B. Approval of O'Neill & Gaspardo Audit Draft: Motion to approve draft of FY2020/21 Audit by O'Neill & Gaspardo by Oliver, second by Beil. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Monks, Oliver & Williams. Nays: None.
 - C. Approval of Updates of the Following Policies: Sick Leave; Vessa; Confidentiality of Library Records and User Information; Library Card Use and Restrictions; Gifts and Donations; Meeting and Study Room Policy; Library Facilities & Use – Library Hours: Motion to approve all updates for the policies listed by Brennan, second by Boehner. Motion passed. Ayes: Beil, Boehner, Brennan, Monks, Oliver & Williams. Nays: None.
 - D. Approval of New Policies: Homebound Service; Programming; Volunteer: The board discussed the new policies. Motion to approve the new policies listed by Monks, second by Beil. Motion passed. Ayes: Beil, Boehner, Brennan, Monks, Oliver & Williams. Nays: None.
 - E. Staff Appreciation: The board discussed giving each employee an extra day of vacation in appreciation for the all the additional work performed during the pandemic. Trustee Beil also noted that Ms. Dienes contributed to the memo on this topic prior to her retirement. Motion to grant an extra day of vacation to each staff member, with the Interim Director given the

discretion to give additional time to those who have really gone above and beyond, by Boehner, second by Oliver. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Monks, Oliver & Williams. Nays: None.

- F. Director Search –Approval of Hiring New Executive Director: Motion to hire David Sieffert as the new Executive Director at the rate of \$95000.00 per year plus benefits by Beil, second by Monks. Motion passed. Ayes: Beil, Boehner, Brennan, Monks, Oliver & Williams. Nays: None.
- XIII. Executive Session to discuss *the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body*. 5 ILCS 120/s (c) (1): The board did not go into closed session.
- XIV. New Business:
- A. Review of 2021 Closed Session Meeting Minutes for June – November 2021 (ILCS 120/2.06d): Motion to keep 2021 closed session meeting minutes for June – November 2021 closed by Boehner, second by Oliver. Motion passed. Ayes: Beil, Boehner, Brennan, Monks, Oliver & Williams. Nays: None.
- B. Premium Only Plan (POP) Amendment Resolution 22-01: The plan allows the library and staff to pay less tax by calculating taxes after insurance payments are deducted. Motion to approve Premium Only Plan (POP) Amendment Resolution 22-01 by Oliver, second by Williams. Motion passed. Ayes: Beil, Boehner, Brennan, Monks, Oliver & Williams. Nays: None.
- C. Review Transfer of Surplus Funds Resolution 22-02: \$200,000.00 in surplus funds will be transferred as follows: \$20,000.00 to IMRF, \$20,000.00 to Workmen’s Compensation & \$160,000.00 to Special Reserves. The board will vote on this next month.
- XV. Adjournment: Motion to adjourn at 7:20 p.m. by Brennan, second by Williams. Motion passed. Ayes: Beil, Boehner, Brennan, Monks, Oliver & Williams. Nays: None.

Respectfully Submitted,
Judi Boehner, Secretary