

**CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
February 16, 2022
6:30 p.m.**

MEETING AGENDA

1. Call to Order/Roll Call
2. Introduction of Guests/Visitors
3. Approval of Minutes
 - A. January 19, 2022 Regular Board Meeting (Action Item)
4. Correspondence
5. Approval of Bills for Payment (Action item)
6. Financial Report for January 2022 (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. Completion of Audit (Information item)
 - B. Transfer of Surplus Funds FY2020-21 Resolution 22-02 (Action item)
13. New Business
 - A. Review of Closed Meeting Minutes for Dec. 2021-Jan. 2022 (ILCS 120/2.06d)
 - a. December 7, 2021 Closed Session (Information/Action Item)
 - b. December 8, 2021 Closed Session (Information/Action Item)
 - c. January 8, 2022 Closed Session (Information/Action Item)
 - B. Sunset of Two Covid Policies:
 - a. Travel Reporting Policy (Information/Action Item)

- b. Addendum to Safe Child Policy: Unattended Child Age Restriction (Information/Action Item)
 - C. Policy Revisions
 - a. Circulation Policy (Information/Action item)
 - b. Face Covering Policy (Information/Action item)

14. Adjournment

**CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
February 16, 2022**



- I. Call to Order/Roll Call: Meeting called to order at 6:33 p.m. by President Van Zyl. Those in attendance: President Van Zyl, trustees: Beil, Boehner, Brennan, Oliver, & Williams. Absent: Monks. Also in attendance: Executive Director Sieffert, Interim Director Amschl & Admin. Asst. Bonfiglio.
- II. Introduction of guests/visitors: There were no guests or visitors.
- III. Approval of Minutes:
 - A. January 19, 2022 Regular Board Meeting: Motion to approve minutes of regular board meeting of January 19, 2022 by Williams, second by Boehner. Motion passed. Ayes: Beil, Boehner, Brennan, Oliver & Williams. Nays: None.
- IV. Correspondence: Thank you card from staff member White, and a thank you card from Sharon Newman for assistance with a program.
- V. Approval of Bills for Payment: Motion to approve all bills for payment by Boehner, second by Oliver. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Oliver & Williams. Nays: None.
- VI. Financial Report for January 2022: Motion to approve Financial Report for January 2022 by Oliver, second by Williams. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Oliver & Williams. Nays: None.
- VII. Building & Grounds: Ms. Amschl reported that the HVAC system needs a new damper component. A temporary fix was installed until the new part arrives.
- VIII. Librarians Report: There was nothing to add.
- IX. Public Comment: There was no public comment.
- X. Community Outreach: The art at Crete Creative has been very popular.
- XI. Other Board Reports:
 - A. Friends of the Crete Public Library: Trustee Beil reported that the membership drive is going well. The Friends group will meet in person in March.

XII. Old Business:

- A. Completion of Audit: The audit for last fiscal year has been completed and everything looks fine.
- B. Transfer of Surplus Funds FY2020/21 Resolution 22-02: As discussed last month, there was a surplus. \$200,000 will be divided into 3 different funds. \$20,000. to IMRF, \$20,000 to Workman's Comp and \$160,000 into Special Reserve. Motion to approve transfer of surplus funds FY2020/21 Resolution 22-02 by Beil, second by Oliver. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Oliver & Williams. Nays: None.

XIII. New Business:

- A. Review of Closed Meeting Minutes for December 2021 – January 2022 (ILCS 120/2.06d):
 - i. December 7, 2021 Closed Session: Motion to keep closed session minutes of December 7, 2021 closed by Williams, second by Beil. Motion passed. Ayes: Beil, Boehner, Brennan, Oliver & Williams. Nays: None.
 - ii. December 8, 2021 Closed Session: Motion to keep closed session minutes of December 8, 2021 closed by Oliver, second by Boehner. Motion passed. Ayes: Beil, Boehner, Brennan, Oliver & Williams. Nays: None.
 - iii. January 8, 2022 Closed Session: Motion to keep closed session minutes of January 8, 2022 closed by Brennan, second by Williams. Motion passed. Ayes: Beil, Boehner, Brennan, Oliver & Williams. Nays: None.
- B. Sunset of Two Covid Policies:
 - i. Travel Reporting Policy: Motion to sunset travel reporting policy by Boehner, second by Oliver. Motion passed. Ayes: Beil, Boehner, Brennan, Oliver & Williams. Nays: None.
 - ii. Addendum to Safe Child Policy: Unattended Child Age Restriction: Motion to sunset addendum to safe child policy unattended child age restriction by Brennan, second by Beil. Motion passed. Ayes: Beil, Boehner, Brennan, Oliver & Williams. Nays: None.
- C. Policy Revisions:

- i. Circulation Policy: Some updates to the policy were not included in the last update. Motion to approve revised circulation policy by Oliver, second by Williams. Motion approved. Ayes: Beil, Boehner, Brennan, Oliver & Williams. Nays: None.
 - ii. Face Covering Policy: The new policy will follow the recommended guidelines. Motion to approve revised face covering policy by Brennan, second by Beil. Motion passed. Ayes: Beil, Boehner, Brennan, Oliver & Williams. Nays: None.
- XIV. Adjournment: Motion to adjourn at 6:58 p.m. by Williams, second by Beil. Motion passed. Ayes: Beil, Boehner, Brennan, Oliver & Williams. Nays: None.

Respectfully Submitted,

Judi Boehner, Secretary