



CRETE PUBLIC LIBRARY DISTRICT

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BOARD OF TRUSTEES MEETING

April 20th, 2021 – 6:30 P.M.

MEETING AGENDA

- 1. CALL TO ORDER**
- 2. INTRODUCTION OF GUESTS**
- 3. HEARING OF DELEGATIONS**
- 4. APPROVAL OF MINUTES**
 - a. Regular Board Meeting - March 16th, 2022
- 5. CORRESPONDENCE**
- 6. FINANCE**
 - a. Approval of bills for payment (action item)
 - b. Approval of Finance Report (action item)
- 7. BUILDING AND GROUNDS REPORT**
 - a. HVAC issues and Johnson Controls update
 - b. Restriping and crack filling parking lot
 - c. Exploration of roofing project/solar panel grant
- 8. REPORTS**
 - a. Staff reports
 - b. Community outreach report
 - c. Friends of the Crete Public Library report
- 9. OLD BUSINESS**
 - a. Trustee workshop, Saturday, May 21st, Alsip-Merrionette Park Public Library
- 10. NEW BUSINESS**
 - a. Draft of 2022-2023 budget
 - b. Approval of 2022-2023 salary budget (action item)
 - c. Approval of proposal from Engineering Solutions Team up to \$10,000 to assist in preparing documents and bid process for future roofing project (action item)
- 11. CLOSED SESSION**

For the purpose of appointment, employment, compensation, discipline, performance or dismissal of specific personnel (5 ILCS 120/2c1).
- 12. ADJOURNMENT**

To April 20th at 6:30 P.M. for regularly scheduled meeting



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CRETE PUBLIC LIBRARY BOARD OF TRUSTEES

MINUTES OF REGULAR MEETING

APRIL 20, 2022

- I. **Call to Order:** Meeting called to order by President Van Zyl at 6:30 p.m. Those in attendance: President Van Zyl, trustees: Boehner, Brennan, Monks, Oliver & Williams. Absent: Beil. Also in attendance Executive Director Sieffert, Asst. Administrator Amschl & Admin. Asst. Bonfiglio.
- II. **Introduction of Guests:** There were no guests.
- III. **Hearing of Delegations:** There were no delegations.
- IV. **Approval of Minutes:**
 - A. Regular Board Meeting – March 16, 2022: Motion to approve minutes of the regular board meeting of March 16, 2022 by Williams, second by Oliver. Motion passed. Ayes: Boehner, Brennan, Monks, Oliver & Williams. Nays: None.
- V. **Correspondence:** The estate of Dr. Moutvic donated a stained glass panel & a vision reader.
- VI. **Finance:**
 - A. Approval of bills for payment: There was one additional bill for payment. Reichltd Pluming in the amount of \$499.50. Motion to approve all bills for payment by Brennan, second by Monks. Motion passed on voice vote. Ayes: Boehner, Brennan, Monks, Oliver & Williams. Nays: None.
 - B. Approval of Finance Report: Executive Director Sieffert reported that the fiscal year is three quarters of the way through and expenses are at 65%. Motion to approve financial report by Boehner, second by Oliver. Motion passed on voice vote. Ayes: Boehner, Brennan, Monks, Oliver & Williams. Nays: None.
- VII. **Building & Grounds Report:**
 - A. HVAC issues and Johnson Controls update: We are still waiting on a quote for the dampers. Johnson Control offered a maintenance contract for our system at a good rate.
 - B. Restriping and crack filling parking lot: The parking lot needs to have the cracks repaired and then restriped. One quote was for \$2600.00 and they can do the work on a Sunday.

- C. Exploration of roofing project/solar panel grant: The board discussed replacing the roof as the next major building project. Director Sieffert has been looking into adding solar panels as well.

VIII. Reports:

- A. Staff Reports: There was nothing to add.
- B. Community Outreach Report: The Crete Historical Society is working on purchasing a location. Crete Creative will have a new exhibit next month.
- C. Friends of the Crete Public Library: The Friends had their first in-person meeting in over two years. The membership drive is going well. They plan to participate in the garden walk and are once again selling Fannie May candy bars.

IX. Old Business:

- A. Trustee Workshop Saturday May 21st at Alsip-Merrionette Park Library: The trustees can sign up themselves or have the library sign them up.

X. New Business:

- A. Draft of 2022-2023 budget: The board discussed the budget for the upcoming fiscal year. Some line items will be increased to adjust for rising costs.
- B. Approval of 2022-2023 salary budget: The proposed salary budget is \$950,000. Motion to approve 2022-2023 salary budget by Brennan, second by Williams. Motion passed on voice vote. Ayes: Boehner, Brennan, Monks, Oliver & Williams. Nays: None.
- C. Approval of proposal from Engineering Solutions Team up to \$10,000. to assist in preparing documents and bid process for future roofing project: The board wished to see how much a company that had been used previously would charge. The board will review the information at the next meeting.

XI. Closed Session:

For the purpose of appointment, employment, compensation, discipline, performance or dismissal of specific personnel (5 ILCS 120/2c1): The board did not go into closed session.

XII. Adjournment:

To May 18th at 6:30 p.m. for regularly scheduled meeting. Motion to adjourn meeting at 7:16p.m. by Monks, second by Williams. Motion passed. Ayes: Boehner, Brennan, Monks, Oliver & Williams. Nays: None.

Respectfully Submitted,
Judi Boehner, Secretary