



CRETE PUBLIC LIBRARY DISTRICT

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BOARD OF TRUSTEES MEETING

May 18th, 2022 – 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 - April 20th, 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. Exploration of roofing project/solar panel grant update
8. **REPORTS**
 - a. Staff reports
 - b. Community outreach report
 - c. Friends of the Crete Public Library report
9. **OLD BUSINESS**
 - a. Approve 2022-2023 budget (action item)
10. **NEW BUSINESS**
 - a. Approval of proposal from JMA Architects up to the amount of \$8,000 to assist in preparing documents and bid process for future roofing project (action item)
 - b. Approval of proposal from Artic Engineering up to the amount of \$8,000 for installation of bi-polar ionization kits (action item)
 - c. Approval of HVAC proposal for repair of dampers not to exceed \$18,500 (action item)
 - d. Approval of closing Saturday, July 2nd, 2022 for float holiday (action item)
 - e. 2021-2022 Director's evaluation and potential evaluation training dates
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 DISTRICT
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
May 18, 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 Beil, Boehner, Brennan, Monks, Oliver & Williams. Also in attendance: Executive Director Sieffert, Asst. Administrator Amschl, Youth Services Manager Rarick & 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 April 20, 2022: Motion to approve minutes of the regular board meeting of April 20, 2022 by Boehner, second by Oliver. Motion passed. Ayes: Beil, Boehner, Brennan, Monks, Oliver & Williams. Nays: None.
- V. Correspondence: There was no correspondence.
- VI. Finance:
 - A. Approval of bills for payment: The director handed out a check detail list to the board. Motion to approve all bills as presented by Monks, second by Boehner. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Monks, Oliver & Williams. Nays: None.
 - B. Approval of Finance Report: Treasurer Beil reported that income is slightly higher than expected, and expenses are lower for the fiscal year. Motion to approve Finance Report by Oliver, second by Monks. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Monks, Oliver & Williams. Nays: None.
- VII. Building & Grounds Report:
 - A. Exploration of roofing project/solar panel grant update: Director Sieffert met with JMA Architects and discussed the various options for roofing. The suggestion was to bid for asphalt shingles with an alternate bid for synthetic shingles. The synthetic shingles will need to be installed by an experienced roofer. Mr. Sieffert has submitted a grant application for the solar project.
- VIII. Reports:
 - A. Staff Reports: There was nothing additional.

- B. Community Outreach Report: There will be a new exhibit at Crete Creative. The Crete Womans Club will have their annual garden walk at the end of June.
- C. Friends of the Crete Public Library report: The Friends have contributed to several local groups, Battle of the books t-shirts, Crete Park District, Library Internship, Crete parade & baskets for the Summer Reading Program. The Friends will also sell books at the Crete Garden Walk.

IX. Old Business:

- A. Approve 2022/2023 working budget: The board reviewed the 2022/2023 working budget. Motion to approve 2022/2023 working budget by Williams, second by Oliver. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Monks, Oliver & Williams. Nays: None.

X. New Business:

- A. Approval of Proposal from JMA Architects up to the amount of \$8000 to assist in preparing documents and bid process for future roofing project: Motion to approve proposal from JMA Architects up to the amount of \$8000 to assist in preparing documents and bid process for future roofing project by Beil, second by Williams. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Monks, Oliver & Williams. Nays: None.
- B. Approval of Proposal from Arctic Engineering up to the amount of \$8000 for installation of bipolar ionization kits. Motion to approve proposal from Arctic Engineering for installation of bipolar ionization kits by Monks, second by Boehner. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Monks, Oliver & Williams. Nays: None.
- C. Approval of HVAC proposal for repair of dampers not to exceed \$18500: Motion to approve HVAC proposal from Arctic Engineering for repair of dampers not to exceed \$18500 by Brennan, second by Williams. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Monks, Oliver & Williams. Nays: None.
- D. Approval of closing Saturday July 2, 2022 for floating holiday: Motion to approve closing on July 2, 2022 by Monks, second by Oliver. Motion passed. Ayes: Beil, Boehner, Brennan, Monks, Oliver & Williams. Nays: None.
- E. 2021-2022 Director's evaluation and potential evaluation training dates: The board decided to postpone the Director's evaluation for now since he has only been working a few months. Alex Dieters offers a workshop on conducting director's evaluations. The board set a tentative date for the workshop for July 23rd.

XI. Closed Session

For the purpose of appointment, employment, compensation, discipline, performance or dismissal of specific personnel (5 ILCS 120/2c1). Motion to go into closed session by Monks, second by Oliver. Motion passed. Ayes: Beil, Boehner, Brennan, Monks, Oliver & Williams. Nays: None. The board went into closed session at 7:13 p.m. The board returned to regular session at 7:24 p.m.

- XII. Adjournment: Motion to adjourn at 7:25 p.m. by Boehner, second by Oliver. Motion passed. Ayes: Beil, Boehner, Brennan, Monks, Oliver & Williams. Nays: None.