



# CRETE PUBLIC LIBRARY DISTRICT

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1177 N. Main St. | Crete, IL 60417 | 708.672.8017

## BOARD OF TRUSTEES MEETING

August 17<sup>th</sup>, 2022 – 6:30 P.M.

### MEETING AGENDA

**1. CALL TO ORDER**

**2. INTRODUCTION OF GUESTS**

**3. APPROVAL OF MINUTES**

- a. Regular Board Meeting – July 20<sup>th</sup>, 2022
- b. Public Hearing – July 20<sup>th</sup>, 2022
- c. Special Board Meeting – July 23<sup>rd</sup>, 2022

**4. CORRESPONDENCE**

**5. FINANCE**

- a. Approval of bills for payment (action item)
- b. Approval of Finance Report (action item)

**6. BUILDING AND GROUNDS REPORT**

**7. PRESENTATION BY YOUTH SERVICES – Michelle Rarick and Kathy James**

**8. REPORTS**

- a. Staff reports
- b. Community outreach report
- c. Friends of the Crete Public Library report

**9. OLD BUSINESS**

- a. Roofing project – timeline and next steps
- b. Teacher library cards – revisiting IGA and moving forward
- c. *Toast to Crete* invitation
- d. Crete community survey update
- e. Approval of Secretary's audit (action item)

**10. NEW BUSINESS**

- a. Closing for staff in-service day - Friday, December 2<sup>nd</sup>, 2022 (action item)
- b. Tuck-pointing repairs and approval of proposal (action item)
- c. Break policy revisions (action item)
- d. 2023 general election information and open Trustee seats

**11. CLOSED SESSION**

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

**12. ADJOURNMENT**

To Wednesday, September 21<sup>st</sup>, 2022 at 6:30pm for regularly scheduled meeting



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CRETE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
MINUTES OF REGULAR BOARD MEETING  
AUGUST 17, 2022

- I. Call to Order: Meeting called to order by President Van Zyl at 6:31 p.m. Those in attendance: President Van Zyl, trustees: Beil, Brennan, Monks, Oliver & Williams. Absent: Boehner. Also in attendance: Executive Director Sieffert, Asst. Director Amschl & Business Mgr. Bonfiglio.
- II. Introduction of Guests: Michelle Rarick & Kathy James from the Youth Services Department.
- III. Approval of Minutes:
  - A. Regular Board Minutes – July 20<sup>th</sup>, 2022: Motion to approve minutes of Regular Board meeting of July 20, 2022 by Brennan, second by Monks. Motion passed. Ayes: Beil, Brennan, Monks, Oliver & Williams. Nays: None.
  - B. Public Hearing – July 20<sup>th</sup>, 2022: Motion to approve minutes of Public Hearing of July 20, 2022 by Beil, second by Oliver. Motion passed. Ayes: Beil, Brennan, Monks, Oliver & Williams. Nays: None.
  - C. Special Board Meeting – July 23<sup>rd</sup>, 2022: Motion to approve minutes of Special Board Meeting of July 23, 2022 by Williams, second by Monks. Ayes: Beil, Brennan, Monks, Oliver & Williams. Nays: None.
- IV. Correspondence: Thank You from Phil's Friends for needlework donations.
- V. Finance:
  - A. Approval of Bills for Payment: There was one additional bill for payment. A bill in the amount of \$765.00 to Klein, Thorpe & Jenkins for legal services. Motion to approve all bills as presented by Monks, second by Beil. Motion passed on voice vote. Ayes: Beil, Brennan, Monks, Oliver & Williams. Nays: None.
  - B. Approval of Finance Report: Treasurer Beil reported that expenses were right on track for the first month of the new fiscal year. Motion to approve finance report by Oliver, second by Monks. Motion passed on voice vote. Ayes: Beil, Brennan, Monks, Oliver & Williams. Nays: None.
- VI. Building & Grounds Report: The outdoor spigot was replaced and the air purifiers were installed. The ARPA grant was applied for, to help offset some of the costs.
- VII. Presentation by Youth Services – Michelle Rarick & Kathy James: Ms. Rarick mentioned the many programs that were presented during the Summer Reading Program. Ms. James showed a video that she filmed with her son called "Let's Learn About Bees". She also brought some of the crafts that went along with the video.
- VIII. Reports:
  - A. Staff Reports: The upcoming Fall programs should be fun and entertaining.
  - B. Community Outreach report: The Crete Historical Society has found a home. It may take some time to refurbish the building.
  - C. Friends of the Crete Library Report: The Friends will meet next week. The quilt raffle sale is going well and the Friends are still collecting donations to be used for the holiday book bundles. The Friends will discuss the

disposition of the A T & T shares that they received.

IX. Old Business:

- A. Roofing Project – Timeline and next steps: The bid packets are available and the bid opening is scheduled for September 13<sup>th</sup>. The bid packet specifies that the project can be completed in either Fall 2022 or Spring 2023.
- B. Teacher Library Cards – revisiting IGA and moving forward: The teacher library card project has stalled with the public schools. The library will reach out to the private schools and may revisit the Inter- Governmental Agreement at a later date.
- C. *Toast to Crete* invitation: The community leaders will meet on September 15<sup>th</sup> for a social gathering.
- D. Crete Community Survey Update: The committee recently met to discuss what they would like for the end results of the survey.
- E. Approval of Secretary’s Audit: The minutes & agendas for FY2021-2022 were reviewed. Motion to approve Secretary’s Audit by Oliver, second by Williams. Motion passed. Ayes: Beil, Brennan, Monks, Oliver & Williams. Nays: None.

X. New Business:

- A. Closing for Staff in-service day – Friday, December 2<sup>nd</sup>, 2022: Motion to close Friday, December 2, 2022 for staff in-service by Monks, second by Beil. Motion passed. Ayes: Beil, Brennan, Monks, Oliver & Williams. Nays: None.
- B. Tuck-Pointing repairs and approval of Proposal: The library has received one proposal for the tuck-pointing project in the amount of \$8150.00. If the other quotes come in soon the library will choose a quote not to exceed \$8150. Motion to approve tuck-pointing repairs not to exceed \$8150 by Beil, second by Oliver. Motion passed on voice vote. Ayes: Beil, Brennan, Monks, Oliver & Williams. Nays: None.
- C. Break Policy revision: The current policy states that staff working a 7.5 hour day can take an unpaid 30 minute break and combine that with a 15 minute paid break but the 15 paid break must be spent in the building. The new policy would allow staff to take the full 45 minutes outside of the building if they choose. Motion to approve Break Policy Revision by Monks, second by Oliver. Motion passed. Ayes: Beil, Brennan, Monks, Oliver & Williams. Nays: None.
- D. 2023 General Election Information and open Trustee seats: The three trustees that are up for re-election in 2023 are Beil, Boehner & Brennan. More information will be available next month.

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 Wednesday, September 21<sup>st</sup>, 2022 at 6:30 pm for regularly scheduled meeting. The meeting adjourned at 7:31 p.m.

Respectfully Submitted,  
Sharon Bonfiglio, Business Manager  
Respectfully Submitted,  
Judi Boehner, Secretary