



CRETE PUBLIC LIBRARY DISTRICT

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BOARD OF TRUSTEES MEETING September 21st, 2022 – 6:30 P.M. MEETING AGENDA

- 1. CALL TO ORDER**
- 2. INTRODUCTION OF GUESTS**
- 3. APPROVAL OF MINUTES**
 - a. Regular Board Meeting – August 17th, 2022
 - b. Special Board Meeting – September 13th, 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**
 - a. Lift station repairs
 - b. Tuck pointing repair update
- 7. REPORTS**
 - a. Staff reports
 - b. Community outreach report
 - c. Friends of the Crete Public Library report
- 8. OLD BUSINESS**
 - a. Awarding of roofing contract for 2022/2023 roof replacement (action item)
 - b. 2023 general election information and packet distribution
- 9. NEW BUSINESS**
 - a. Vacation policy amendment (action item)
 - b. Health insurance information for 2023 (action item)
 - c. Crete County Christmas participation
- 10. CLOSED SESSION**

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

To Wednesday, October 19th, 2022 at 6:30pm for regularly scheduled meeting



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BOARD OF TRUSTEES

MINUTES OF REGULAR MEETING

SEPTEMBER 21, 2022

- I. Call to Order: Meeting called to order at 6:30 p.m. by Vice-President Williams. Those in attendance: Vice-President Williams, trustees: Beil, Boehner, Brennan, Monks & Oliver. Absent: Van Zyl. Also in attendance: Executive Director Sieffert, Asst. Director Amschl & Business Mgr. Bonfiglio.
- II. Introduction of Guests: There were no guests.
- III. Approval of Minutes:
 - A. Regular Board Meeting – August 17, 2022: Motion to approve minutes of regular board meeting of August 17, 2022 by Monks, second by Boehner. Motion passed. Ayes: Beil, Boehner, Brennan, Monks & Oliver. Nays: None.
 - B. Special Board Meeting – September 13, 2022: Motion to approve minutes of special board meeting of September 13, 2022 by Brennan, second by Oliver. Motion passed. Ayes: Beil, Boehner, Brennan, Monks & Oliver. Nays: None.
- IV. Correspondence: There was no correspondence.
- V. Finance:
 - A. Approval of Bills for Payment: Motion to approve all bills as presented by Brennan, second by Beil. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Monks & Oliver. Nays: None.
 - B. Approval of Finance Report: Treasurer Beil reported that a good portion of the tax income had been received and that expenses are right on track for the fiscal year. Motion to approve Finance Report by Monks, second by Oliver. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Monks & Oliver. Nays: None.
- VI. Building & Grounds Report:

- A. Lift Station Repairs: The two pumps for the sewage lift station are original to the building and one has recently stopped working. The library is waiting for a quote to replace both pumps.
- B. Tuck Pointing Repair Update: The library was finally able to get a quote for the tuck pointing and the repairs will take place the first week of October. After the repairs the painters will be able to complete their work.

VII. Reports:

- A. Staff Reports: There was nothing to add.
- B. Community Outreach Report: The *Toast of Crete* event went well and it was a good chance for all the community groups to network.
- C. Friends of the Crete Public Library: The Friends held an election of officers and voted to retain the same officers. The A T & T shares donated to the Friends will be cashed in, the check should be arriving soon. The quilt fundraiser netted \$687.00. Next are holiday book bundles and book bags.

VIII. Old Business:

- A. Awarding the roofing contract for 2022/2023 roof replacement: Motion to award roofing contract to Seal Tight Exteriors in the amount of \$206,800.00 by Beil, second by Boehner. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Monks & Oliver. Nays: None.
- B. 2023 General Election Information and Packet Distribution: Three seats for the 2023 general election will be open. Candidates may obtain an election packet at the library.

IX. New Business:

- A. Vacation Policy Amendment: The new policy would allow staff to use vacation time after their introductory period has been completed. Motion to approve vacation policy amendment by Brennan, second by Boehner. Motion passed. Ayes: Beil, Boehner, Brennan, Monks & Oliver. Nays: None.
- B. Health Insurance Information for 2023: The library will pay for the least expensive health option which is the high deductible HSA plan. To help offset the high deductible the library will also contribute \$75.00 per month to their HSA account. If staff choose a more expensive option they will pay the difference. Motion to approve funding the high deductible HSA plan and \$75.00 contribution for eligible staff by Monks, second by Beil. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Monks & Oliver. Nays: None.
- C. Crete Country Christmas participation: Along with providing crafts for children and adults the library will have live music by the fireplace. The library will also have a decorated tree at Crete Creative.

X. 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.

XI. Adjournment:

To Wednesday, October 19, 2022 at 6:30 p.m. for regularly scheduled meeting. Meeting adjourned at 7:12 p.m.

Respectfully Submitted,
Judy Boehner, Secretary