



CRETE PUBLIC LIBRARY DISTRICT

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

BOARD OF TRUSTEES MEETING

November 16th, 2022 – 6:30 P.M.

MEETING AGENDA

1. PUBLIC HEARING

- a. Open public hearing pursuant to the Truth in Taxation Law
- b. Certification of public notices:
 - i. Board approved Tentative Budget and Appropriation (6/15/22)
 - ii. Publication of 30-day notice of public inspection (6/16/22)
 - iii. Board enacted (7/20/22) and published (07/28/22) Budget Appropriation Ordinance
 - iv. Publication of Black Border Notice in The Vedette (11/03/22)
- c. Presentation of Tax Levy Ordinance No. 22-04
- d. Hearing of Delegations
- e. Close public hearing

2. CALL TO ORDER

3. INTRODUCTION OF GUESTS

4. APPROVAL OF MINUTES

- a. Regular Board Meeting – October 19th, 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

8. REPORTS

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

9. OLD BUSINESS

- a. Approval of Tax Levy Ordinance 22-04 (action item)
- b. Roofing project update
- c. Community survey project update and next steps
- d. Draft of Friday, December 2nd, staff in-service day
- e. Approval of updated library card policy (action item)
- f. Approval of updated internet age policy (action item)
- g. Approval of new Library Aide job description (action item)

h. Director evaluation forms and next steps

10. NEW BUSINESS

- a. Legal representation and proposal from Storino, Ramello & Durkin (action item)
- b. Investment opportunities for Library funds (action item)
- c. Approval of annual holiday bonus in the amount of \$100 per employee (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 Wednesday, January 18th, 2022 at 6:30pm for regularly scheduled meeting.



CRETE PUBLIC LIBRARY DISTRICT

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

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

- I. Public Hearing
 - A. Open public hearing pursuant to the Truth in Taxation Law
 - B. Certification of public notices:
 - i. Board approved Tentative Budget and Appropriation (6/15/22)
 - ii. Publication of 30-day notice of public inspection (6/16/22)
 - iii. Board enacted (7/20/22) and published (7/28/22) Budget Appropriation Ordinance
 - iv. Publication of Black Border Notice in the Vedette (11/3/22)
 - C. Presentation of Tax Levy Ordinance No. 22-04: Tax Levy Ordinance No. 22-04 was reviewed.
 - D. Hearing of Delegations: There were no delegations.
 - E. Close public hearing: Motion to close public hearing at 6:33 p.m. by Beil, second by Boehner. Motion passed. Ayes: Beil, Boehner, Oliver, Williams & Van Zyl. Nays: None. Absent: Brennan, Monks.
- II. Call to Order: Meeting called to order at 6:34 p.m. by President Van Zyl. Those in attendance: President Van Zyl, trustees: Beil, Boehner, Oliver & Williams. Absent: Brennan & Monks. Also in attendance: Executive Director Sieffert, Asst. Director Amschl & Business Mgr. Bonfiglio.
- III. Introduction of Guests: There were no guests.
- IV. Approval of Minutes
 - A. Regular Board Meeting – October 19, 2022: Motion to approve minutes of regular board meeting – October 19, 2022 by Boehner, second by Oliver. Motion passed. Ayes: Beil, Boehner, Oliver & Williams. Nays: None.
- V. Correspondence: Email from patron M. Bigos complimenting the staff for their assistance.

VI. Finance

- A. Approval of bills for payment: There was one additional bill in the amount of \$5300.00 to O'Neill & Gaspardo for a partial payment on the annual audit. Motion to approve all bills as presented by Boehner, second by Williams. Motion passed on voice vote. Ayes: Beil, Boehner, Oliver & Williams. Nays: None.
- B. Approval of Financial Report: Treasurer Beil reported that most of the tax money for the fiscal year has been received and expenses are on budget. Motion to approve financial report by Oliver, second by Boehner. Motion passed on voice vote. Ayes: Beil, Boehner, Oliver & Williams. Nays: None.

VII. Building & Grounds Report

The board discussed the preliminary drawings for the outdoor pavilion and community garden.

VIII. Reports

- A. Staff Reports: There was nothing to add.
- B. Community outreach report: The Crete Country Christmas starts in a few weeks. The library will have ornaments to make and holiday music.
- C. Friends of the Crete Public Library report: The book bundles are available for purchase. The Friends sponsored a tree at the Crete-Monee High School craft show and will purchase one item of library branded clothing for each staff member.

IX. Old Business

- A. Approval of Tax Levy Ordinance 22-04: Motion to approve tax levy ordinance 22-04 by Williams, second by Boehner. Motion passed on voice vote. Ayes: Beil, Boehner, Oliver & Williams. Nays: None.
- B. Roofing project update: The roofing project has begun but the weather has slowed the work somewhat. They still plan to finish within the next two weeks.
- C. Community survey project update and next steps: A survey will be developed and sent out to the community. Several groups will also be targeted. Once the responses are reviewed they can develop a plan for the future.
- D. Approval of updated library card policy: The new policy will make it easier for patrons to obtain a library card. It will also allow the library to issue specialty cards for instance, temporary cards for anyone that is visiting for a while as well as cards for the unhoused. Motion to approve updated library card policy by Oliver, second by Beil. Motion passed. Ayes: Beil, Boehner, Oliver & Williams. Nays: None.
- E. Approval of updated internet age policy: Changes to the policy will make it more in line with other policies. Motion to approve updated internet age policy by Beil, second by Oliver. Motion passed. Ayes: Beil, Boehner, Oliver & Williams. Nays: None.
- F. Approval of new library aide job description: The new job would be a library page with some expanded duties. Motion to approve new library aide job description by Williams, second by Boehner. Motion passed. Ayes: Beil, Boehner, Oliver & Williams. Nays: None.
- G. Director evaluation forms and next steps: The board members will discuss their options in January.

X. New Business

- A. Legal Representation and proposal from Storino, Ramello & Durkin: Motion to accept proposal from Storino, Ramello & Durkin by Beil, second by Oliver. Motion passed. Ayes: Beil, Boehner, Oliver & Williams. Nays: None.
- B. Investment opportunities for Library Funds: Director Sieffert has been looking into other options for increasing interest income on the library's investments. Treasury bills and CDs are secure and available at a good rate. Motion to approve pursuing investment opportunities by Beil, second by Oliver. Motion passed on voice vote. Ayes: Beil, Boehner, Oliver & Williams. Nays: None.
- C. Approval of annual holiday bonus in the amount of \$100.00 per employee: Motion to approve annual holiday bonus in the amount of \$100.00 per employee by Boehner, second by Williams. Motion passed on voice vote. Ayes: Beil, Boehner, Oliver & Williams. Nays: None.

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, January 18, 2023 at 6:30 p.m. for regularly scheduled meeting. Meeting adjourned at 7:35p.m.

Respectfully Submitted,
Judi Boehner, Secretary