



CRETE PUBLIC LIBRARY DISTRICT

Connect • Explore • Enjoy

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

BOARD OF TRUSTEES MEETING

January 18th, 2023 – 6:30 P.M.

MEETING AGENDA

- 1. CALL TO ORDER**
- 2. INTRODUCTION OF GUESTS**
- 3. PRESENTATION OF ANNUAL AUDIT REPORT BY BRETT MOELLER OF O'NEILL & GASPARDO**
- 4. APPROVAL OF MINUTES**
 - a. Regular Board Meeting – November 16th, 2022
 - b. Special Board Meeting – December 8th, 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. PRESENTATION BY ZOE AVILA, YOUTH SERVICES STEAM AND TECHNOLOGY LIBRARY ASSISTANT**
- 9. REPORTS**
 - a. Staff reports
 - b. Community outreach report
 - c. Friends of the Crete Public Library report
- 10. OLD BUSINESS**
 - a. Director evaluation forms and next steps
 - b. Investment accounts update
 - c. Outdoor programming pavilion and community garden rendering and next steps
 - d. Approval of proposal from Engineering Solutions Team in the amount of \$22,080 for phase two of pavilion project
 - e. Update on AV system in large meeting room
 - f. Library's emergency COVID sick leave policy renewal (action item)
- 11. NEW BUSINESS**
 - a. Approval of draft annual audit report by O'Neill & Gaspardo (action item)
- 12. CLOSED SESSION**

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

To Wednesday, February 15th, 2023 at 6:30pm for regularly scheduled meeting.



CRETE PUBLIC LIBRARY DISTRICT

Connect • Explore • Enjoy

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

CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
JANUARY 18, 2023

- 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. Director Amschl & Business Mgr. Bonfiglio.
- II. Introduction of Guests: Michelle Rarick, Youth Services Mgr., Zoe Avila, Youth Services STEAM and Technology Library Assistant & Brett Moeller, O'Neill & Gaspardo.
- III. Presentation of Annual Audit Report by Brett Moeller of O'Neill & Gaspardo: Mr. Moeller reviewed the audit and answered questions from the board. The auditor indicated that the library is fiscally sound and there were no irregularities.
- IV. Approval of Minutes:
 - A. Regular Board Meeting – November 16, 2022: Motion to approve minutes of regular board meeting November 16, 2022 by Boehner, second by Monks. Motion passed. Ayes: Beil, Boehner, Brennan, Monks, Oliver, & Williams. Nays: None.
 - B. Special Board Meeting – December 8, 2022: Motion to approve minutes of special board meeting December 8, 2022 by Williams, second by Oliver. Motion passed. Ayes: Beil, Boehner, Brennan, Monks, Oliver, & Williams. Nays: None.
- V. Correspondence: The board received holiday cards from JMA Architects and the School District.
- VI. Finance
 - A. Approval of bills for payment: There were two additional bills for payment. One to David Goers in the amount of \$1700.00 for painting in staff area. One to Joseph Audio-visual in the amount of \$3270.95 for a/v equipment. 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 stated that at the halfway mark expenses are under 50%. Motion to approve Finance Report by Oliver, second by Boehner. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Monks, Oliver, & Williams. Nays: None.
- VII. Building & Grounds Report: The roofing project is complete. The parts for the lift station are in and the electrician & the plumber will need to come together to replace the units. The library is still waiting for the replacement heaters so they can be installed.

- VIII. Presentation by Zoe Avila, Youth Services STEAM and Technology Library Assistant: Ms. Avila showcased several of the programs that she has provided over the last few months, and mentioned some that she would like to have in the future.
- IX. Reports:
- A. Staff Reports: There was nothing to add.
 - B. Community Outreach Report: Progress on the Crete Historical Society building is coming along. The bell from the church will be returned so it can be on display. Crete Creative thanked the library for the annual holiday tree with the book inspired ornaments.
 - C. Friends of the Crete Public Library report: The Friends meeting will be next week. They will focus on the annual membership drive.
- X. Old Business:
- A. Director evaluation forms and next steps: The trustees will review the sample evaluations.
 - B. Investment accounts update: Per the board's approval Director Sieffert reported that several new investment accounts were opened. The several Treasury bills and CDs were purchased.
 - C. Outdoor programming pavilion and community garden rendering and next steps: The rendering will need to be approved by the heritage commission. We would then get more detailed specs for the pavilion. The bid process could proceed from there. Some trustees asked about the shadow of the building and how it would affect the garden.
 - D. Approval of proposal from Engineering Solutions Team in the amount of \$22080 for phase two of pavilion project: Motion to approve proposal from Engineering Solutions Team in the amount of \$22080 for phase two of the pavilion project by Boehner, second by Brennan. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Monks, Oliver, & Williams. Nays: None.
 - E. Update on AV system in large meeting room: The parts for the upgrade have come in and they will be installed soon.
 - F. Library's emergency COVID sick leave policy renewal: Motion to renew the current COVID sick leave policy for another six months by Beil, second by Boehner. Motion passed. Ayes: Beil, Boehner, Brennan, Monks, Oliver, & Williams. Nays: None.
- XI. New Business:
- A. Approval of draft of annual audit report by O'Neill & Gaspardo: Motion to approve draft of annual audit by O'Neill & Gaspardo by Oliver, second by Monks. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Monks, Oliver, & Williams. Nays: None.
- XII. 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.
- XIII. Adjournment: To Wednesday, February 15, 2023 at 6:30 p.m. for regularly scheduled meeting. Meeting adjourned at 7:50p.m.

Respectfully Submitted,
Judi Boehner, Secretary