



CRETE PUBLIC LIBRARY DISTRICT

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

BOARD OF TRUSTEES MEETING

February 15th, 2023 – 6:30 P.M.

MEETING AGENDA

- 1. CALL TO ORDER**
- 2. INTRODUCTION OF GUESTS**
- 3. APPROVAL OF MINUTES**
 - a. Regular Board Meeting – January 18th, 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. REPORTS**
 - a. Staff reports
 - b. Community outreach report
 - c. Friends of the Crete Public Library report
- 8. OLD BUSINESS**
 - a. Director evaluation forms and next steps
 - b. Community survey project update
 - c. Programming pavilion and outdoor garden project update
- 9. NEW BUSINESS**
 - a. Utility contracts for gas and electric service
 - b. ATLAS Director's retreat, March 24th-26th, 2023
 - a. Closing for July 3rd, 2023 for floating holiday (action item)
- 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, March 15th, 2023 at 6:30pm for regularly scheduled meeting.



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CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
February 15, 2023

- I. Call to order: Meeting called to order at 6:32 p.m. by President Van Zyl. Those in attendance: President Van Zyl, trustees: Brennan, Monks, Oliver & Williams. Absent: Beil & Boehner. 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 – January 18, 2023. Motion to approve minutes of regular board meeting – January 18, 2023 by Brennan, second by Oliver. Motion passed. Ayes: Brennan, Monks, Oliver & Williams. Nays: None.
- IV. Correspondence: There was no correspondence.
- V. Finance:
 - A. Approval of bills for payment: Motion to approve all bills as presented by Oliver, second by Williams. Motion passed on voice vote. Ayes: Brennan, Monks, Oliver & Williams. Nays: None.
 - B. Approval of finance report: The additional investment accounts have been added to the reports. With 58% of the fiscal year completed, expenses are below the expected budget. Motion to approve January 2023 finance report by Oliver, second by Monks. Motion passed on voice vote. Ayes: Brennan, Monks, Oliver & Williams. Nays: None.
- VI. Building & Grounds Report: Wall heaters in the Mechanical & Maintenance rooms were recently replaced. The lift station project is delayed. The units needed to be retrofitted and will be installed as soon as they are finished.
- VII. Reports:
 - A. Staff Reports: There was nothing to add.
 - B. Community Outreach report: The Historical Society continues to work on the building. It will be several years before it will be completed. Watercolors from an area artist will be showcased in March at Crete Creative.
 - C. Friends of the Crete Public Library report: Ms. Beil announced that she will be stepping down as President in October.
- VIII. Old Business:
 - A. Director Evaluation Forms and Next Steps: The committee reviewed several samples and selected the best one. After revising the evaluation they will present it to the board next month.
 - B. Community Survey Project update: The survey is almost ready to distribute. They hope to have results back by July.

- C. Programming Pavilion and Outdoor Garden Project update: The plat of survey was completed and part of the driveway of the house to the north is on library property. The library will work with legal advisors on the best way to resolve the issue. Next month, design and building specs will be available. The project should be able to go to bid sometime in April.

IX. New Business:

- A. Utility Contracts for Gas and Electric Service: The library has updated their contracts for gas & electric at a lower rate.
- B. ATLAS Director's Retreat – March 24th-26th. Mr. Sieffert will attend the retreat this year.
- C. Closing for July 3, 2023 for floating holiday: Motion to close July 3, 2023 for the floating holiday by Monks, second by Oliver. Motion passed. Ayes: Brennan, Monks, Oliver & Williams. Nays: None.

X. Closed Session

For the purpose of appointment, employment, compensation, discipline, performance or dismissal of specific personnel (5ILCS 120/2c1): The board did not go into closed session.

- XI. Adjournment: To Wednesday, March 15, 2023 at 6:30 p.m. for regularly scheduled meeting. Meeting adjourned at 7:09 p.m.

Respectfully Submitted,
Sharon Bonfiglio, Business Mgr.