



CRETE PUBLIC LIBRARY DISTRICT

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BOARD OF TRUSTEES MEETING

April 19th, 2023 – 6:30 P.M.

MEETING AGENDA

- 1. CALL TO ORDER**
- 2. INTRODUCTION OF GUESTS**
- 3. APPROVAL OF MINUTES**
 - a. Regular Board Meeting - March 15th, 2023
- 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. Decennial Committee as required by Local Government Efficiency Act
 - b. Director's review process
 - c. Outdoor pavilion and community garden update
 - d. Community survey update
- 9. NEW BUSINESS**
 - a. May meeting agenda, swearing in Trustees and election of officers
 - b. Draft of 2023-2024 budget and revenue projections
 - c. Approval of 2023-2024 salary budget (action item)
 - d. Approval of Village of Crete's request to extend TIF Districts 2, 3, and 4 (action item)
 - e. Approval of proposal from Engineering Solutions Team in the amount of \$6,000 (action item)
 - f. Draft of Crete County Christmas intergovernmental agreement
- 10. CLOSED SESSION**

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

To May 17th at 6:30 P.M. for regularly scheduled meeting



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CRETE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MINUTES OF REGULAR MEETING April 19, 2023

- I. Call to Order: Meeting called to order by President Van Zyl at 6:32 p.m. Those in attendance: President Van Zyl, trustees: Beil, Boehner, Brennan & Oliver. Absent: Monks & Williams. Also in attendance: Executive Director Sieffert & Business Mgr. Bonfiglio.
- II. Introduction of Guests: Katrina Siefert, Village of Crete Trustee of Public Health and Trustee elect Jackie McKethen.
- III. Approval of Minutes:
 - A. Regular Board Meeting – March 15, 2023: Motion to approve minutes of regular board meeting of March 15, 2023 by Brennan, second by Beil. Motion passed. Ayes: Beil, Boehner, Brennan & Oliver. Nays: None.
- IV. Correspondence: Letter from presenter LeGear commending staff member Wegley for her work and for the Library's updated A/V equipment in the large meeting room.
- V. Finance:
 - A. Approval of Bills for Payment: Motion to approve all bills for payment by Boehner, second by Oliver. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan & Oliver. Nays: None.
 - B. Approval of Finance Report: Treasurer Beil reported that with 75% of the fiscal year finished, expenses are below budget at 71%. Motion to approve finance report by Oliver, second by Boehner. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan & Oliver. Nays: None.
- VI. Building & Grounds Report: Director Sieffert reported that the lift station project has been completed.
- VII. Reports:
 - A. Staff Reports: The trustees liked reading the reports from each Youth Services staff member.
 - B. Community Outreach Report: There was nothing to report.

- C. Friends of the Crete Public Library: Trustee Beil reported that the Friends purchased t-shirts for the upcoming Battle of the Books program. They also will fund a summer internship as well as gift cards for the staff for National Library Week. Since Trustee Beil will be leaving the board, he suggested that another board member should be the liaison for the Friends group. Trustee Boehner stated that she would take on that role.

VIII. Old Business:

- A. Decennial Committee as Required by Local Government Efficiency Act: The entire board will be part of the committee and meetings will be held before the regular monthly board meetings.
- B. Director's Review Process: Director Sieffert has submitted his self-evaluation to the board. Next, trustees will complete their evaluation of the director. These should be returned to President Van Zyl by April 28th.
- C. Outdoor Pavilion and Community Garden Update: The project has gone out for bid and the opening will take place May 9th.
- D. Community Survey Update: A draft of the survey needed a rework. The revised survey should be available soon and once approved it will be distributed. The committee will work on marketing the survey so that it will reach as many residents as possible.

IX. New Business:

- A. May meeting agenda, swearing in trustees and election of officers: Trustees should let the President know if they are interested in holding any particular office.
- B. Draft of 2023/2024 budget and revenue projections: The board reviewed the draft of the budget for the next fiscal year. Several expense items have a large increase due to rising costs.
- C. Approval of 2023/2024 salary budget: The budget allows for a 4% cost of living increase with some merit increases. Motion to approve 2023/2024 salary budget by Brennan, second by Beil. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan & Oliver. Nays: None.
- D. Approval of Village of Crete's request to extend TIF Districts 2, 3 and 4: Ms. Siefert explained the benefits of extending the TIF districts to the board. Motion to approve Village of Crete's request to extend TIF districts 2, 3 and 4 by Beil, second by Oliver. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan & Oliver. Nays: None.
- E. Approval of proposal from Engineering Solutions Team in the amount of \$6000.00: The proposal would be to oversee the pavilion project. Motion to approve proposal from Engineering Solutions Team in the amount of \$6000.00 by Boehner, second by Oliver. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan & Oliver. Nays: None.
- F. Draft of Crete Country Christmas intergovernmental agreement: The agreement includes a safety committee as well as training and insurance for the event.

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 May 17th at 6:30 p.m. for regularly scheduled meeting. The meeting adjourned at 7:33 p.m.

Respectfully Submitted,
Judy Bohner, Secretary