



# CRETE PUBLIC LIBRARY DISTRICT

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

## **BOARD OF TRUSTEES MEETING**

**May 17<sup>th</sup>, 2023 – 6:30 P.M.**

### **MEETING AGENDA**

- 1. CALL TO ORDER**
- 2. INTRODUCTION OF GUESTS**
- 3. SWEARING IN OF NEWLY ELECTED TRUSTEES**
- 4. ELECTION OF OFFICERS (action item)**
- 5. APPROVAL OF MINUTES**
  - a. Regular Board Meeting - April 19<sup>th</sup>, 2023
- 6. CORRESPONDENCE**
- 7. FINANCE**
  - a. Approval of bills for payment (action item)
  - b. Approval of Finance Report (action item)
- 8. BUILDING AND GROUNDS REPORT**
- 9. REPORTS**
  - a. Staff reports
  - b. Community outreach report
  - c. Friends of the Crete Public Library report
- 10. OLD BUSINESS**
  - a. Approval of the 2023-2024 working budget (action item)
  - b. Decennial Committee as required by Local Government Efficiency Act
  - c. Outdoor programming pavilion and community garden update and next steps
  - d. Community survey update
  - e. Director's annual review - March 2022 through June 2023 (action item)
- 11. CLOSED SESSION**

For the purpose of appointment, employment, compensation, discipline, performance or dismissal of specific personnel (5 ILCS 120/2c1).
- 12. NEW BUSINESS**
  - a. Transition from QuickBooks desktop to QuickBooks online
  - b. Resolution 23-01: Authorization of execution of intergovernmental agreement
  - c. Approval of intergovernmental agreement between the Crete Public Library District and the Crete Park District for the creation and maintenance of a StoryWalk at Peter Halligan Nature Park
- 13. ADJOURNMENT**

To June 21<sup>st</sup> at 6:30 P.M. for regularly scheduled meeting



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CRETE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING  
MAY 17, 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: Boehner, Brennan, McKethen, Monks, Oliver & Williams. Also in attendance: Executive Director Sieffert, Asst. Director Amschl and Business Mgr. Bonfiglio.
- II. Introduction of Guests: Guests included: Sandra Fernandez, Alex & Caryann Gallegos, Alexandria Kukulka, Dr. Laura Mannion, William Morgan & Marimonica Murray.
- III. Swearing in of newly elected officers: Judi Boehner, Timothy Brennan and Jackie McKethen were sworn in.
- IV. Election of Officers: The slate of officers was presented, President – Van Zyl, Vice-President – Williams, Treasurer – Brennan & Secretary – Oliver. Motion to approve the slate of officers by Brennan, second by Boehner. Motion passed. Ayes: Boehner, Brennan, McKethen, Monks, Oliver & Williams. Nays: None.
- V. Approval of Minutes:
  - A. Regular Board Meeting – April 19, 2023: Motion to approve minutes of regular board meeting of April 19, 2023 by Brennan, second by McKethen. Motion passed. Ayes: Boehner, Brennan, McKethen, Monks, Oliver & Williams. Nays: None.
- VI. Correspondence: There was no correspondence.
- VII. Finance:
  - A. Approval of bills for payment: Motion to approve all bills as presented by Oliver, second by Boehner. Motion passed on voice vote. Ayes: Boehner, Brennan, McKethen, Monks, Oliver & Williams. Nays: None.
  - B. Approval of financial report: Treasurer Brennan reported that expenses are below the expected amount for the year, while income is well above what was expected. Motion to approve financial report by Boehner, second by Oliver. Ayes: Boehner, Brennan, McKethen, Monks, Oliver & Williams. Nays: None.
- VIII. Building & Grounds report: The heater in the entranceway was replaced. It was original to the building.

IX. Reports:

- A. Staff Reports: Ms. Amschl mentioned that the incubation of baby chicks is on a slight delay.
- B. Community Outreach: The Crete Womans Club plan to donation some money to the Friends and to the Library as well. The roof was replaced on the Crete Historical building.
- C. Friends of the Crete Public Library report: The Friends will donate to the Storywalk project. They will also have their annual fundraiser with Cone Cottage on June 8<sup>th</sup> to coordinate with the kick-off party. The Friends will not meet during the summer months.

X. Old Business:

- A. Approval of the 2023/2024 working budget: Motion to approve 2023/2024 working budget by Williams, second by Oliver. Motion passed on voice vote. Ayes: Boehner, Brennan, McKethen, Monks, Oliver & Williams. Nays: None.
- B. Decennial Committee as required by Local Government Efficiency Act: The committee will meet next month before the regularly scheduled board meeting.
- C. Outdoor programming pavilion and community garden update and next steps: Since all the bids came in higher than anticipated, the library did not accept any of the bids. The next step will be to review the bid and make sure everything is in order, if it is the project will go out for bid again in the fall, which may produce better results.
- D. Community survey update: The final draft is ready and postcards with links to the survey will be mailed soon.
- E. Director's annual review –March 2022 through June 2023: Motion to go into closed session at 7:02 p.m. by Boehner to discuss Director's annual review –March 2022 through June 2023, second by McKethen. Motion passed. Ayes: Boehner, Brennan, McKethen, Monks, 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 went into closed session to discuss the Director's annual review. Director Sieffert received his review and discussed it with the board members. Motion to resume open session at 7:31 by Monks, second by Brennan. Motion passed. Ayes: Boehner, Brennan, McKethen, Monks, Oliver & Williams. Nays: None. Motion to increase Director Sieffert's annual salary to \$105,000 on July 1, 2023 by Monks, second by McKethen. Motion passed on voice vote. Ayes: Boehner, Brennan, McKethen, Monks, Oliver & Williams. Nays: None.

XII. New Business:

- A. Transition from Quickbooks desktop to Quickbooks Online: At the end of May 2023 Quickbooks desktop will no longer be supported. Quickbooks Online has several benefits over the older version. Director Sieffert and Bus. Mgr. Bonfiglio will work with the auditors to get Quickbooks Online up and running.
- B. Resolution 23-01: Authorization of execution of intergovernmental agreement: The Library and the Park District will work on a storywalk to be installed at the Peter Halligan Nature Park. The Park District will install and maintain the posts and the Library will change out the stories every few months. Motion to approve Resolution 23-01 by Boehner, second by McKethen. Motion passed. Ayes: Boehner, Brennan, McKethen, Monks, Oliver & Williams. Nays: None.
- C. Approval of Intergovernmental Agreement between the Crete Public Library District and the Crete Park District for the creation and maintenance of a storywalk at Peter Halligan Nature Park. Motion to Approve Intergovernmental Agreement between Crete Public Library District and the Crete Park District for the creation and maintenance of a storywalk at Peter Halligan Nature Park by Monks, second by McKethen. Motion passed. Ayes: Boehner, Brennan, McKethen, Monks, Oliver & Williams. Nays: None.

XIII. Adjournment: To June 21, 2023 at 6:30 p.m. for regularly scheduled meeting. The meeting adjourned at 7: 42p.m.

Respectfully Submitted,  
Suzanne Oliver, Secretary