



CRETE PUBLIC LIBRARY DISTRICT

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BOARD OF TRUSTEES MEETING

June 21st, 2023 – 6:30 P.M.

MEETING AGENDA

- 1. CALL TO ORDER**
- 2. INTRODUCTION OF GUESTS**
- 3. APPROVAL OF MINUTES**
 - a. Regular Board Meeting - May 17th, 2023
 - b. Closed Session – May 17th, 2023
 - c. Special Meeting, Decennial Committee – June 6th, 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. Library's emergency COVID sick leave policy (action item)
 - b. Update on the outdoor pavilion and community garden project
 - c. Community survey status and next steps
- 9. NEW BUSINESS**
 - a. Approval of changing of bank signers on Old Plank Trail accounts
 - b. Approval of Ordinance No. 23-01 – Establishing Meetings Dates for the 2023-2024 Fiscal Year (action item)
 - c. Approval of Ordinance No. 23-02 – Authorizing Public Library Non-Resident Cards for the 2023-2024 Fiscal Year (action item)
 - d. Approval of DRAFT Ordinance No. 23-03 – Ordinance Providing for Budget and Appropriations of Crete Public Library District, Will County, Illinois for the Fiscal Year Beginning July 1, 2023 and Ending June 30, 2024 (action item)
 - e. Approval of proposal from Engineering Solutions Team for the redesign of the outdoor pavilion and rebidding of project assistance (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 July 26th at 6:30 P.M. for Budget and Appropriation Hearing and regularly scheduled meeting



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CRETE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MINUTES OF REGULAR MEETING June 21, 2023

- I. Call to Order: Meeting called to order by Vice-President Williams at 6:35p.m. Those in attendance: Vice-President Williams, trustees: Boehner, Brennan & McKethen. Absent: Monks, Oliver & Van Zyl. Also in attendance: Executive Director Sieffert, Asst. Director Amschl & Business Manager Bonfiglio .
- II. Introduction of Guests: There were no guests.
- III. Approval of Minutes:
 - A. Regular board meeting May 17, 2023: Motion to approve minutes of regular board meeting of May 17, 2023 by McKethen, second by Brennan. Motion passed. Ayes: Boehner, Brennan, McKethen & Williams. Nays: None.
 - B. Closed session – May 17, 2023: Motion to approve closed session minutes of May 17, 2023 by Boehner, second by McKethen. Motion passed. Ayes: Boehner, Brennan, McKethen & Williams. Nays: None.
 - C. Special Meeting, Decennial Committee – June 6, 2023: Motion to approve minutes of special meeting, Decennial Committee of June 6, 2023 by Brennan, second by McKethen. Motion passed. Ayes: Boehner, Brennan, McKethen & 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 Boehner, second by Brennan. Motion passed on voice vote. Ayes: Boehner, Brennan, McKethen & Williams. Nays: None.
 - B. Approval of Financial Report: Mr. Sieffert reviewed the new format of the financial reports. Motion to approve financial report by McKethen, second by Brennan. Motion passed on voice vote.

- VI. Building & Grounds reports: The cleaning company will be sending out a new cleaning person.
- VII. Reports:
 - A. Staff Reports: There was nothing to add.
 - B. Community Outreach Report: The village is still searching for a location for a community center.
 - C. Friends of the Crete Public Library: The Friends will have a booth at the garden walk.
- VIII. Old Business:
 - A. Library's emergency COVID sick leave policy: Since the CDC still recommends 5 quarantine days the library will renew the COVID sick leave policy. Motion to approve extending the current COVID sick leave policy by Boehner, second by Brennan. Motion passed. Ayes: Boehner, Brennan, McKethen & Williams. Nays: None.
 - B. Update on the outdoor pavilion and community garden project: Director Sieffert met with Engineering Solutions to see why the bids had come in so high. The roof line can be re-engineered to save costs and there are some less expensive materials that could be used. If the board votes to rebid the project they would like updated renderings.
 - C. Community survey status and next steps: The survey was extended until the end of the week. The results will be tabulated and the information will be used to make improvements throughout Crete.
- IX. New Business:
 - A. Approval of changing the bank signers on Old Plank Trail accounts: Motion to limit the signers on Old Plank Trail accounts to the four officers and Executive Director Sieffert by Brennan, second by Boehner. Motion passed. Ayes: Boehner, Brennan, McKethen & Williams. Nays: None.
 - B. Approval of Ordinance No. 23-01 – Establishing Meeting Dates for the 2023-2023 Fiscal Year: Motion to approve Ordinance No 23-01 – Establishing Meeting Dates for the 2023-2024 Fiscal Year by Boehner, second by Brennan. Motion passed. Ayes: Boehner, Brennan, McKethen & Williams. Nays: None.
 - C. Approval of Ordinance No. 23-02 – Authorizing Public Library Non-Resident Cards for the 2023-2024 Fiscal Year: Motion to approve Ordinance No. 23-02 – Authorizing Public Library Non-Resident Cards for the 2023-2024 fiscal year by

McKethen, second by Brennan. Motion passed. Ayes: Boehner, Brennan, McKethen & Williams. Nays: None.

D. Approval of Draft Ordinance No. 23-03 – Ordinance Providing for Budget and Appropriations of Crete Public Library District, Will County, Illinois for the fiscal year Beginning July 1, 2023 and ending June 30, 2024: Motion to approve Draft Ordinance No. 23-03 – Ordinance Providing for Budget and Appropriations of Crete Public Library District, Will County, Illinois for the fiscal year Beginning July 1, 2023 and ending June 30, 2024 by Brennan, second by McKethen. Motion passed on voice vote. Ayes: Boehner, Brennan, McKethen & Williams. Nays: None.

E. Approval of proposal from Engineering Solutions Team for the redesign of the outdoor pavilion and rebidding of project assistance: Motion to approve proposal from Engineering Solutions Team for the redesign of the outdoor pavilion and rebidding of project assistance by Boehner, second by Brennan. Motion passed on voice vote. Ayes: Boehner, Brennan, McKethen & Williams. Nays: None.

X. 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.

XI. Adjournment:

XII. To July 26, 2023 at 6:30 p.m. for regularly scheduled meeting. The meeting adjourned at 7:35p.m.

Respectfully Submitted,
Sharon Bonfiglio, Business Mgr.