



CRETE PUBLIC LIBRARY DISTRICT

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BOARD OF TRUSTEES MEETING

August 16th, 2023 – 6:30 P.M.

MEETING AGENDA

1. CALL TO ORDER

2. INTRODUCTION OF GUESTS

3. APPROVAL OF MINUTES

- a. Regular Board Meeting – July 26th, 2023
- b. Public Hearing – July 26th, 2023

4. CORRESPONDENCE

5. FINANCE

- a. Approval of bills for payment (action item)
- b. Approval of Finance Report (action item)
- c. Approval of annual Treasurer's 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. Crete community center update\grant writing consultant support (action item)

9. NEW BUSINESS

- a. Approval of Secretary's Audit (action item)
- b. Closing for staff in-service day - Friday, December 1st, 2023 (action item)
- c. Closing for holidays- December 23, 24, 25, 30, 31 and January 1, 2024 (action item)
- d. Toast to Crete – Thursday, September 14th, 5-7pm, Crete Park

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, September 20th, 2023 at 6:30pm for regularly scheduled meeting



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BOARD OF TRUSTEES MEETING MINUTES OF REGULAR MEETING AUGUST 16, 2023

- I. Call to Order: Meeting called to order at 6:30 p.m. by President Van Zyl. Those in attendance: President Van Zyl, trustees: Brennan, McKethen, Monks, Oliver & Williams. Absent: 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 – July 26, 2023: Motion to approve minutes of regular board meeting of July 26, 2023 by Monks, second by Oliver. Motion passed. Ayes: Brennan, McKethen, Monks, Oliver & Williams. Nays: None.
 - B. Public Hearing – July 26, 2023: Motion to approve minutes of Public Hearing – July 26, 2023 by Monks, second by McKethen. Motion passed. Ayes: Brennan, McKethen, Monks, Oliver & Williams. Nays: None.
- IV. Correspondence: Thank you note from staff member White for the memorial flowers.
- V. Finance:
 - A. Approval of Bills for Payment: Motion to approve all bills for payment by McKethen, second by Oliver. Motion passed on voice vote. Ayes: Brennan, McKethen, Monks, Oliver & Williams. Nays: None.
 - B. Approval of Finance Report: Treasurer Brennan mentioned that the report was for the first month of the new fiscal year. Motion to approve Finance Report by Monks, second by Oliver. Motion passed on voice vote. Ayes: Brennan, McKethen, Monks, Oliver & Williams. Nays: None.
 - C. Approval of Annual Treasurer's Report: The format has been reworked to simplify the report. Motion to approve annual treasurer's report by Oliver, second by McKethen. Motion passed on voice vote. Ayes: Brennan, McKethen, Monks, Oliver & Williams. Nays: None.

- VI. Building and Grounds: Director Sieffert met with a painter to get a quote for some work to be completed on the metalwork outside as well as freshening up the paint in the bathrooms and several meeting rooms. The pavilion and community garden project went out for bids with the changes that were discussed previously. The bid opening is set for August 25th.
- VII. Reports:
- A. Staff Reports: There was nothing to add.
 - B. Community Outreach Report: The Crete Creative will have an art sale the next two weekends.
 - C. Friends of the Crete Public Library Report: The Friends will meet next week.
- VIII. Old Business:
- A. Crete community center upgrade\grant writing consultant support: After a brief discussion the board decided to table this item until next month.
- IX. New Business:
- A. Approval of Secretary's Audit: Trustees Oliver & Van Zyl met to review the minutes. Motion to approve the secretary's audit by Williams, second by Monks. Motion passed. Ayes: Brennan, McKethen, Monks, Oliver & Williams. Nays: None.
 - B. Closing for staff in-service day – Friday, December 1, 2023: Motion to approve closing for annual in-service day – Friday December 1, 2023 by Oliver, second by Monks. Motion passed. Ayes: Brennan, McKethen, Monks, Oliver & Williams. Nays: None.
 - C. Closing for holiday – December 23, 24, 25 30, & 31 and January 1, 2024: Motion to approve closing for holiday - December 23, 24, 25 30, & 31 and January 1, 2024 by Williams, second by Oliver. Motion passed. Ayes: Brennan, Monks, Oliver & Williams. Abstain: McKethen Nays: None.
 - D. Toast to Crete – Thursday, September 14th, 5-7pm, Crete Park: The second annual Toast to Crete will be held. It will be an opportunity for community organizations and other groups to network.
- 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:
- To Wednesday, September 20, 2023 at 6:30 p.m. for regularly scheduled meeting. Meeting adjourned at 7:00 p.m.

Respectfully Submitted,
Suzanne Oliver, Secretary