



# CRETE PUBLIC LIBRARY DISTRICT

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

## **BOARD OF TRUSTEES MEETING January 17<sup>th</sup>, 2024 – 6:30 P.M. MEETING AGENDA**

### **1. CALL TO ORDER**

### **2. INTRODUCTION OF GUESTS**

### **3. APPROVAL OF MINUTES**

Regular Board Meeting – November 15<sup>th</sup>, 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. HR Source salary benchmarking – results, discussion, and next steps
- b. Pavilion and Community Garden update
- c. Community Survey update

### **9. NEW BUSINESS**

- a. Approval of policy revisions - VESSA, Introductory Period & Time Off, Bereavement Leave, & Circulation Policy (action item)
- b. Annual Statement of Economic Interest and future Board training opportunities
- c. Crete Country Christmas Wrap-up and Library involvement

### **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, February 21<sup>st</sup>, 2024 at 6:30pm for regularly scheduled meeting.



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### BOARD OF TRUSTEES

### REGULAR MEETING

January 17, 2024

- I. Call to Order: Meeting called to order by President Van Zyl at 6:33 p.m. Those in attendance: President Van Zyl, trustees: Boehner, McKethen, Monks, Oliver & Williams. Absent: Brennan. Also in attendance: Executive Director Sieffert, Asst. Director Amschl and Business Mgr. Bonfiglio.
- II. Introduction of Guests: There were no guests.
- III. Approval of Minutes:  
Regular Board Meeting – November 15, 2023: Motion to approve minutes of regular board meeting of November 15, 2023 by Boehner, second by Monks. Motion passed. Ayes: Boehner, McKethen, Monks, Oliver & Williams. Nays: None.
- IV. Correspondence: There were several thank you cards from the staff. There was also a letter from a staff member regarding a potential library policy change.
- V. Finance:
  - A. Approval of bills for payment: Motion to pay all bills as submitted, by Monks, second by Oliver. Motion passed on voice vote. Ayes: Boehner, McKethen, Monks, Oliver & Williams. Nays: None.
  - B. Approval of finance report: Motion to approve finance report by Oliver, second by Boehner. Motion passed on voice vote. Ayes: Boehner, McKethen, Monks, Oliver & Williams. Nays: None.
- VI. Building & Grounds Report: There were several repairs/inspections that took place. The elevator has a leaky piston and that will need to be repaired. Some dampers in the HVAC system were replaced and a faulty valve in the backflow system was also replaced.
- VII. Reports:
  - A. Staff Reports: The board remarked that the staff reports show the enthusiasm that the staff has for the various programs.
  - B. Community Outreach report: Crete Creative will host an art show for an artist from Frankfort. Goodenow Grove is the first stop for a Birds in Art traveling exhibit. The Crete Historical Foundation has been awarded one of five national grants in the amount of \$99,500.00.
  - C. Friends of the Crete Public Library report: The Friends did not meet.
- VIII. Old Business:

- A. HR Source Salary Benchmarking- Results, discussion and next steps: The report showed that most staff are on target for their salary, however there were a few employees that fell below the mid-point. Director Sieffert will use the information to determine raises for the next fiscal year. The board would then approve the overall budget amount.
  - B. Pavilion and Community Gardens update: The garden portion is mostly complete. The pavilion was delayed by a subcontractor. Recently work has restarted and should be completed soon. Adult Services Supervisor LeVault has been working with Ms. Amschl on a policy and applications for the garden plots. The library will have a ribbon cutting ceremony sometime in May.
  - C. Community Survey Update: The survey committee is working on condensing the information, which is over 100 pages, into a comprehensive report. The participants will use the information to set goals and make improvements.
- IX. New Business:
- A. Approval of policy revisions – VESSA, Introductory Period & Time Off, Bereavement Leave & Circulation policy: The board discussed the revisions and decided to approve all but the Circulation policy. Motion to approve policy revisions to VESSA, Introductory Period & Time Off and Bereavement Leave by McKethen, second by Williams. Motion to table revisions to the Circulation policy until next month by McKethen, second by Oliver. Both motions passed. Ayes: Boehner, Mckethen, Monks, Oliver & Williams. Nays: None.
  - B. Annual Statement of Economic Interest and Future Board Training Opportunities: Each trustee will need to complete the annual statement of economic interest. Also, the board should attend open meetings act training.
  - C. Crete Country Christmas Wrap-up and Library Involvement: Since the Crete Country Christmas continues to grow, it was suggested that there should be an executive board that would oversee various committees. Members of each taxing body would make up the executive board.
- 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, February 21, 2024 at 6:30p.m. for regularly scheduled meeting. Motion to adjourn at 7:55 p.m. by McKethen, second by Monks. Ayes: Boehner, Mckethen, Monks, Oliver & Williams. Nays: None.

Respectfully Submitted,  
Suzanne Oliver, Secretary