



CRETE PUBLIC LIBRARY DISTRICT

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BOARD OF TRUSTEES MEETING February 21st, 2024 – 6:00 P.M. DECENNIAL COMMITTEE MEETING AGENDA

- 1. CALL TO ORDER**
- 2. INTRODUCTION OF GUESTS**
- 3. APPROVAL OF MINUTES**
Special Committee Meeting – November 15th, 2023
- 4. OLD BUSINESS**
 - a. Review final committee report (action item)
 - b. Future meetings
- 5. ADJOURNMENT**

BOARD OF TRUSTEES MEETING February 21st, 2024 – 6:30 P.M. MEETING AGENDA

- 1. CALL TO ORDER**
- 2. INTRODUCTION OF GUESTS**
- 3. APPROVAL OF MINUTES**
Regular Board Meeting – January 17th, 2024
- 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. Review of annual evaluation procedures for staff
- b. Policy discussion for library cards for former employees

9. NEW BUSINESS

- a. Presentation on Community Garden project – Chris LeVault
- b. Switching firms for FY 2023-2024 audit – GW & Associates proposal (action item)
- c. Business Manager position posting and steps moving forward
- d. Appointing District representative to Crete County Christmas Executive Committee (action item)
- e. Closing for July 5th, 2024 for floating holiday (action item)
- f. ATLAS CE opportunity: 10am-12pm, Saturday, May 18th, 2024, Orland Park Public Library – *Director, Trustee Relations*

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, March 15th, 2023 at 6:30pm for regularly scheduled meeting.



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BOARD OF TRUSTEES

REGULAR MEETING

February 21, 2024

- I. Call to order: Motion to appoint Secretary Oliver as President Pro Tem by Brennan, second by Boehner. Motion passed. Ayes: Boehner, Brennan, Monks & Oliver. Nays: None. The meeting was called to order by President Pro Tem Oliver at 6:30 p.m. Those in attendance: President Pro Tem Oliver, trustees: Boehner, Brennan & Monks. Absent: McKethen, Van Zyl & Williams. Also in attendance: Executive Director Sieffert, Asst. Administrator Amschl & Business Mgr. Bonfiglio.
- II. Introduction of Guests: Michael Skibinski addressed the board.
- III. Approval of Minutes
Regular Board Meeting – January 17, 2024: Motion to approve minutes of regular board meeting of January 17, 2024 by Boehner, second by Monks. Motion passed. Ayes: Boehner, Brennan, Monks & Oliver. Nays: None.
- IV. Correspondence: There was no correspondence.
- V. Finance
 - A. Approval of Bills for Payment: Motion to approve all bills for payment by Boehner, second by Brennan. Motion passed on voice vote. Ayes: Boehner, Brennan, Monks & Oliver. Nays: None.
 - B. Approval of Finance Report: Motion to approve finance report by Oliver, second by Monks. Motion passed on voice vote. Ayes: Boehner, Brennan, Monks & Oliver. Nays: None.
- VI. Building & Grounds Report: The pavilion project is mostly complete. Not included in the bid was some landscaping and a seal coat of the woodwork. Also, some gardening tools, shelves and outdoor tables & chairs still need to be purchased.
- VII. Reports:
 - A. Staff Reports: There was nothing to add.
 - B. Community Outreach: The comprehensive multi agency survey report will be coming soon.
 - C. Friends of the Crete Public Library: The Friends will meet next week and discuss final plans for the Spring Book Sale.
- VIII. Old Business:
 - A. Review of annual evaluation procedures for staff: The board decided to table the discussion until next month when more trustees will be in attendance.
 - B. Policy discussion for library cards for former employees: The board discussed having a procedure for granting a library card under certain conditions.
- IX. New Business:

- A. Presentation on Community Garden project – Chris LeVault: This was tabled until next month.
- B. Switching firms for FY2023/24 audit – GW & Associates proposal: The proposal is less than what the library is paying now. Motion to approve proposal from GW & Associates for the FY2023/24 audit for one year by Monks, second by Oliver. Motion passed. Ayes: Boehner, Brennan, Monks & Oliver. Nays: None.
- C. Business Manager Position posting and steps moving forward: The position has been posted on RAILS, Indeed and a municipal job website. The ideal candidate will have knowledge of accounting as well as libraries.
- D. Appointing District representative to Crete Country Christmas Executive Committee: Director Sieffert has been working with Crete Country Christmas and is willing to continue. Motion to appoint David Sieffert as the Library Representative for the Crete Country Christmas Executive Committee by Brennan, second by Boehner. Motion passed. Ayes: Boehner, Brennan, Monks & Oliver. Nays: None.
- E. Closing for July 5, 2024 for floating holiday: Motion to close on July 5, 2024 for floating holiday by Brennan, second by Monks. Motion passed. Ayes: Boehner, Brennan, Monks & Oliver. Nays: None.
- F. ATLAS CE opportunity: 10 am – 12 pm, Saturday, May 18, 2024 Orland Park Public Library – *Director, Trustee Relations*: Please let Director Sieffert know if you wish to attend.

X. Closed Session

For the purpose of appointment, employment, compensation, discipline, performance, or dismissal of specific personnel (5 ILCS 120/sc1) The board did not go into closed session.

XI. Adjournment:

To Wednesday, March 20, 2024 at 6:30 p.m. for regularly scheduled meeting. Motion to adjourn at 7:20 p.m. by Boehner, second by Oliver. Motion passed. Ayes: Boehner, Brennan, Monks & Oliver. Nays: None.

Respectfully Submitted,
Suzanne Oliver, Secretary