



CRETE PUBLIC LIBRARY DISTRICT

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BOARD OF TRUSTEES MEETING

March 20th, 2024

6:30 P.M.

MEETING AGENDA

1. CALL TO ORDER

2. INTRODUCTION OF GUESTS

3. APPROVAL OF MINUTES

- a. Regular Board Meeting - February 21st, 2024
- b. Decennial Committee Meeting – February 21st, 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. Statistics
- c. Community outreach report
- d. Friends of the Crete Public Library report

8. OLD BUSINESS

- a. Presentation by Chris LeVault on the Community Garden and Pavilion
- b. Update of the COVID sick leave guidance (action item)
- c. Background check policy (action item)
- d. Update on Business Manager hiring process

9. NEW BUSINESS

- a. Create Creative gallery collaboration discussion
- b. LACONI Trustee Banquet – 19th Century Club, Oak Park, Friday, May 3rd, 6-11pm
- c. Annual ATLAS Trustee Workshop, Orland Park Public Library, Saturday, May 18th, 10am-12pm

10. CLOSED SESSION

For the purpose of appointment, employment, compensation, discipline, performance or dismissal of specific personnel or pending or probably litigation against, affecting or on behalf of the public body (5 ILCS 120/2c1).

11. ADJOURNMENT

To April 17th at 6:30 P.M. for regularly scheduled meeting



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CRETE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MINUTES OF REGULAR MEETING MARCH 20, 2024

- 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, Monks, Oliver & Williams. Absent: McKethen. Also in attendance: Executive Director Sieffert, Asst. Administrator Amschl & Bus. Mgr. Bonfiglio.
- II. Introduction of Guests: Chris LeVault, Adult Services Supervisor.
- III. Approval of Minutes:
Regular Board Meeting – February 21, 2024: Motion to approve minutes of regular board meeting of February 21, 2024 by Williams, second by Boehner. Motion passed. Ayes: Boehner, Brennan, Monks, Oliver & Williams. Nays: None.
- IV. Correspondence: There was no correspondence.
- V. Finance:
 - A. Approval of Bills for Payment: There were two additional bills for payment. Thompson Electronics System for alarm work in the amount of \$425.00 and Lauren Earnshaw for the Little Free Library in the amount of \$800.00. Motion to approve all bills as presented by Oliver, second by Monks. Motion passed on voice vote. Ayes: Boehner, Brennan, Monks, Oliver & Williams. Nays: None.
 - B. Approval of Finance Report: Director Sieffert mentioned that the interest earned for the fiscal year has exceeded expectations. Expenses are on track at this time. Motion to approve financial reports by Monks, second by Oliver. Motion passed on voice vote. Ayes: Boehner, Brennan, Monks, Oliver & Williams. Nays: None.
- VI. Building & Grounds Report: There was nothing to add.
- VII. Reports:
 - A. Staff Reports: There was nothing to add.
 - B. Statistics: It appears that the library sent out more inter-library loans than it requested.
 - C. Community Outreach report: The Crete Creative will have a new exhibit opening soon.
 - D. Friends of the Crete Public Library report: The Friends will meet next week. They are preparing for the upcoming book sale.
- VIII. Old Business:
 - A. Presentation by Chris LeVault on the Community Garden and Pavilion: Ms. LeVault discussed the plans for the community garden and the process for patrons to use the beds.

- B. Update on sick leave policy: The sick leave policy needed to be updated due to the changes in covid recommendations. Motion to approve updated sick leave policy by Oliver, second by Monks. Motion passed. Ayes: Boehner, Brennan, Monks, Oliver & Williams. Nays: None.
 - C. Background check policy: A criminal background check should be performed for all new hires. Motion to approve background check policy by Williams, second by Boehner. Motion passed. Ayes: Boehner, Brennan, Monks, Oliver & Williams. Nays: None.
 - D. Update on Business Manager hiring process: A candidate has been found and pending a clean background check, she would start in May.
- IX. New Business:
- A. Crete Creative gallery collaboration and potential renovation cost: If the Crete Creative relocates to the library, the library will need to make some changes to lighting and the walls. Motion to approve up to \$10,000 to retrofit the proposed area by Brennan, second by Boehner. Motion passed on voice vote. Ayes: Boehner, Brennan, Monks, Oliver & Williams. Nays: None.
 - B. LACONI Trustee Banquet – 19th Century Club, Oak Park, Friday May 3rd, 6 -11 p.m.: If any trustee is interested, please let Mr. Sieffert know.
 - C. Annual ATLAS Trustee Workshop: Trustee and Director Relations, Orland Park Public Library, Saturday, May 18th, 10 -12p.m. If any trustee is interested, please let Mr. Sieffert know.
- X. Closed Session:
For the purpose of appointment, employment, compensation, discipline, performance or dismissal of specific personnel or pending or probably litigation against, affecting or on behalf of the public body (5 ILCS 120/2c1) The board did not go into closed session.
- XI. Adjournment:
To April 17th at 6:30 p.m. for regularly scheduled meeting. Motion to adjourn at 7:32 p.m. by Monks second by Oliver. Motion passed. Ayes: Boehner, Brennan, Monks, Oliver & Williams. Nays: None.

Respectfully Submitted,
Suzanne Oliver, Secretary