

**CRETE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
November 19, 2015  
7:30 p.m.**

**LEVY HEARING**

**MEETING AGENDA**

1. Call to order
2. Introduction of Guests/Visitors
3. Approval of Minutes of October 21, 2015 (Action item)
4. Correspondence
5. Approval of bills for payment (Action item)
6. Financial report for October 2015
7. Treasurer's Report FY2014/2015
8. Librarians' reports  
Tiffany Amschl, Adult Services Manager
9. Public Comment
10. Community Outreach
11. Other Board Reports
  - A. Friends of the Crete Public Library
  - B. Crete Library Foundation
12. Old Business
  - A. Approval of the FY2015 Levy Ordinance 15-05 for property tax funds in the amount of \$1,715,000 to operate the library during FY2015/16 (Action item).
  - B. Technology update
  - C. Holiday Party
13. New Business

A. Staff Recognition – Memo

B. LIMRiCC Health Insurance

14. Adjournment

CRETE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING  
NOVEMBER 18, 2015

- I. Call to order: Meeting called to order by President Warren at 7:39 p.m. Those in attendance: President Warren, board members: Boehner, Monks, Sizemore, Van Zyl & Wagner. Absent: Noble. Also in attendance: Executive Director Dienes, Asst. Administrator Amschl, Admin. Asst. Bonfiglio & Consultant Jane Schulten.
- II. Introduction of Guests/Visitors: No Guests.
- III. Approval of Minutes of October 21, 2015: Motion to approve minutes of October 21, 2015 by Monks, second by Wagner. Motion passed. Ayes: Boehner, Monks, Sizemore, Van Zyl & Wagner. Nays: None.
- IV. Correspondence: Several Thank You letters & cards. Crete Pantry for recent donation, Crete Park District for participating in the Masquerade Parade, card from a patron thanking the library for reference assistance.
- V. Approval of bills for payment: The board asked about the payment to Janway, which was for gifts for Library card sign-up month. Motion to approve all bills by Boehner, second by Monks. Motion passed on voice vote. Ayes: Boehner, Monks, Sizemore, Van Zyl & Wagner. Nays: None.
- VI. Financial report for October 2015: The board reviewed the reports & with a third of the fiscal year complete the library is in good shape overall.
- VII. Treasurer's Report FY2014/15: Treasurer Monks reviewed the annual report, which is a summary of all income & disbursements for the previous fiscal year.
- VIII. Librarian's Report: Ms. Dienes reported that she has been working on disposing of some of the old computer equipment, books & furniture that has been cluttering up the library. Ms. Amschl gave the board a summary of happenings in Adult Services during the past year. One of the major changes has been the switch to Sirsi Dynix and all the training that went into the new program. The migration went well but there were & still are some glitches that need to be addressed.
- IX. Public Comment: No public comment.
- X. Community Outreach: Trustee Monks attended the Village board meeting. She learned some more about the comprehensive plan which will be used to guide future decisions for the village.

XI. Other Board Reports:

- A. Friends of the Crete Public Library: The recent book sale went well but was not as busy as the spring sale. The Friends discussed various ways to get rid of the excess books. One company will come, pick up the excess & pay the Friends an amount per pound. The next project is the annual book bundles, several books wrapped together & decorated with holiday bows & ribbon.
- B. Crete Library Foundation: The Foundation has been working with trustee Monks on the sculpture project.

XII. Old Business:

- A. Approval of the FY2015 Levy Ordinance 15-05 for property tax funds in the amount of \$1,715,000.00 to operate the library during FY2015/16: Motion to approve FY2015 Levy Ordinance 15-05 for property tax funds in the amount of \$1,715,000.00 to operate the library during FY2015/16 by Sizemore, second by Boehner. Motion passed on voice vote. Ayes: Boehner, Monks, Sizemore, Van Zyl & Wagner. Nays: None.
- B. Technology update: Two of the staff will update the current website & make it more user friendly. The server is almost ready to be installed.
- C. Holiday party: The staff is in favor of having the party on January 22<sup>nd</sup>. The library will look into availability & prices for the party.

XIII. New Business:

- A. Staff Recognition – Memo: The board discussed whether to have a written policy for staff recognition gifts.

XIV. LIMRiCC Health Insurance: Currently the library pays 100% of the full-time employee's HMO insurance. Next year the HMO will not be the lowest cost option.

XV. Adjournment: Motion to adjourn at 8:55 p. m. by Wagner, second by Boehner. Motion passed. Ayes: Boehner, Monks, Sizemore, Van Zyl & Wagner. Nays: None.

Respectfully Submitted,  
Georgia Sizemore, Secretary