

**CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
September 21, 2016
7:00 p.m.**

MEETING AGENDA

1. Call to order
2. Introduction of Guests/Visitors
3. Approval of Minutes
 - from August 17, 2016 (Action item)
4. Correspondence
5. Approval of Bills for Payment (Action item)
6. Financial Report for August 2016 (Action item)
7. Librarians' Reports
8. Public Comment
9. Community Outreach
10. Other Board Reports
 - A. Friends of the Crete Public Library
 - B. Crete Library Foundation
11. Old Business
 - A. Local Expense Reimbursement Ordinance 16-07 (Action item)
 - B. Building Project Update (Information item)
12. New Business
 - A. Board Elections 2017 (Information item)
 - B. FY2016/2017 Levy (Information item)
 - C. Close for Staff Training Friday, December 2, 2016 (Action item)
 - D. HVAC System Repair (Information item)
 - E. FY2015/2016 Treasurer's Report (Information item)
13. Adjournment

CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
September 21, 2016

- I. Call to order: Meeting called to order by President Warren at 7:10 p.m. Those in attendance: President Warren, board members: Boehner, Monks, Noble, Sizemore, Van Zyl & Wagner. Also in attendance: Executive Director Dienes, Assistant Administrator Amschl & Admin Asst. Bonfiglio.
- II. Introduction of guest/visitors: No guests or visitors
- III. Approval of minutes: Motion to approve minutes of board meeting from August 17, 2016 by Monks, second by Boehner. Motion passed. Ayes: Boehner, Monks, Noble, Sizemore, Van Zyl & Wagner. Nays: None.
- IV. Correspondence: No correspondence.
- V. Approval of bills for payment: One additional bill for payment in the amount of \$2246.50 to Commercial Electronic Systems for a ½ payment on the fire alarm panel. Motion to approve all bills for payment by Wagner, second by Sizemore. Motion passed on voice vote. Ayes: Boehner, Monks, Noble, Sizemore, Van Zyl & Wagner. Nays: None.
- VI. Financial report for August 2016: Treasurer Monks reviewed the income/expense report and pointed out that income amounts were doing quite well and expenditures were slightly above expected but there were some annual payments that were made at the start of the fiscal year.
- VII. Librarian's report: The library went to Crete's Harvest Festival and used the new sucker board for the day. There was also a slide presentation on a laptop to view. The library's 20th anniversary party is at the end of the month. Ms. Dienes presented the board with her goals for her second year.
- VIII. Public Comment: No public comment.
- IX. Community Outreach: Ms. Monks attended the Village board meeting where they discussed efforts to bring in more business to the village. The meeting schedule for the other boards was reviewed.
- X. Other Board Reports:
 - A. Friends of the Crete Public Library: The Friends agreed to purchase 10 laptops for the children's department.
 - B. Crete Library Foundation: The Foundation will purchase a banner that will hang from the telephone poles throughout the town. They will be available in Spring 2017.

XI. Old Business:

- A. Local Expense Reimbursement Ordinance 16-07: Motion to approve Local Expense Reimbursement Ordinance 16-07 by Boehner, second by Sizemore. Motion passed on voice vote. Ayes: Boehner, Monks, Noble, Sizemore, Van Zyl & Wagner. Nays: None.
- B. Building Project Update: The bids will be opened on September 27th at 11:00 a.m. After the opening JMA will check the bids and come up with a list of recommendations. The board may need to hold a special board meeting the first week of October to vote on the winning bids.

XII. New Business:

- A. Board Elections 2017: Four trustees are up for election in 2017 Monks, Noble, Van Zyl & Wagner. These trustees will need to let Ms. Dienes know if they intend to run for office in 2017.
- B. FY2016/2017 Levy: Ms. Dienes explained that the total amount requested will be approximately the same as the previous year, however more of the money may go into some of the special funds.
- C. Close for Staff Training Friday December 2, 2016: Motion to close the library on December 2, 2016 for the annual Staff Training Day by Monks, second by Wagner. Motion passed. Ayes: Boehner, Monks, Noble, Sizemore, Van Zyl & Wagner. Nays: None.
- D. HVAC System Repair: The compressor was replaced but now the control panel will need to be replaced as well. The new panel would be digital and could be controlled through a laptop. Also the thermostats throughout the building are failing and new ones would work with the updated equipment much more efficiently.
- E. FY2015/2016 Treasurer's Report: The treasurer's report is complete and will be posted on the website.

- XIII. Adjournment: Motion to adjourn at 7:50 p.m. by Wagner, second by Boehner. Motion passed. Ayes: Boehner, Monks, Noble, Sizemore, Van Zyl & Wagner. Nays: None.

Respectfully Submitted,
Georgia Sizemore, Secretary