

**CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING**

August 16, 2017

7:00 p.m.

MEETING AGENDA

1. Call to order
2. Introduction of Guests/Visitors
3. Swearing in of New Trustee
4. Approval of Minutes
 - Board & Appropriations Meeting, July 19, 2017 (Action item)
 - Regular Board Meeting, July 19, 2017 (Action item)
5. Correspondence
6. Approval of Bills for Payment (Action item)
7. Financial Report for August 2017 (Action item)
8. Librarians' Reports
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. Secretary's Audit Committee (Information item)
 - B. Illinois Public Library Annual Report (IPLAR) (Information item)
13. New Business
 - A. Employee Health Insurance Option: HSAs – Rebecca Nagle, OPT Bank
 - B. Treasurer's Report June 30, 2017 (Information item)
 - C. Building & Grounds: Wall Covering (Information item)
 - D. Photo Release Policy (Information item)
 - E. Policy Review: Internet Policy (Information item)
14. Adjournment

CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
AUGUST 16, 2017

- I. Call to order: Meeting called to order by President Bohner at 7:04 p.m. Those in attendance: President Bohner, trustees: Noble, Sizemore, Van Zyl & Williams. Also in attendance: Executive Director Dienes, Asst. Director Amschl, Admin. Asst. Bonfiglio, Rebecca Nagel from Old Plank Trail Bank and Richard Beil. In consideration of Ms. Nagle's time Employee Health Insurance Option HSAs under Old Business was moved to after Correspondence.
- II. Introduction of guests/visitors: Rebecca Nagle from Old Plank Trail Bank and Richard Beil.
- III. Swearing in of New Trustee: Richard Beil was sworn in.
- IV. Approval of Minutes: Motion to approve minutes of the Budget & Appropriations Meeting July 19, 2017 by Van Zyl, second by Williams. Motion to approve minutes of regular meeting July 16, 2017 by Sizemore, second by Van Zyl. Both motions passed. Ayes: Beil, Noble, Sizemore, Van Zyl & Williams. Nays: None.
- V. Correspondence: Thank you card from the Schmidt Family.
- VI. Employee Health Insurance Option HSAs – Rebecca Nagle, Old Plank Trail Bank: Ms. Nagle explained to the board about high deductible HSAs and what the benefits for the library as well as the employees were in offering the accounts.
- VII. Approval of Bill for Payment: Motion to approve all bills for payment by Noble, second by Williams. Motion passed on voice vote. Ayes: Beil, Noble, Sizemore, Van Zyl & Williams. Nays: None.
- VIII. Financial Report for July 2017: Ms. Dienes reviewed the income/expense report for the first month of the new fiscal year. There were some expenses that were over the expected 8% but in most cases it was due to several bills that are only paid annually at the beginning of the fiscal year. Motion to approve Financial Report for July 2017 by Van Zyl, second by Beil. Motion passed on voice vote. Ayes: Beil, Noble, Sizemore, Van Zyl & Williams. Nays: None.
- IX. Librarian's Report: Ms. Dienes mentioned that the Facebook posts have seen an increase in views.
- X. Public Comment: No public comment.
- XI. Community Outreach: No community outreach.

XII. Other Board Reports:

- A. Friends of the Crete Public Library: The Friends group will meet next week.
- B. Crete Library Foundation: The Foundation did not meet. The benches, waste can & ash can have been installed.

XIII. Old Business:

- A. Secretary's Audit Committee: Trustees Boehner & Williams completed the Secretary's Audit and everything was in order.
- B. Illinois Public Library Annual Report (IPLAR): The IPLAR is complete and is ready to be filed with the state.

XIV. New Business:

- A. Treasurer's Report June 30, 2017: The annual Treasurer's Report is complete and will be posted on the library's website.
- B. Building & Grounds: Wall Covering: The board discussed adding a protective wall covering to the lower section of the walls in the large meeting room and in the upstairs coffee area. Motion to approve proposal **from** in the amount of \$5799.00 for wall covering by Sizemore, second by Van Zyl. Motion passed on voice vote. Ayes: Beil, Noble, Sizemore, Van Zyl & Williams. Nays: None.
- C. Photo Release Policy: The library does not have a formal Photo Release Policy. The policy outlines the use of photos and patron's rights. Motion of approve the Photo Release Policy by Beil, second by Van Zyl. Motion passed. Ayes: Beil, Noble, Sizemore, Van Zyl & Williams. Nays: None.
- D. Policy Review - Internet Policy: The name is changed to reflect the changes in technology. Ms. Amschl will send the trustees a copy of the old policy so that they can compare the two. The changes will be discussed next month.

- XV. Adjournment: Motion to adjourn at 8:09 p.m. by Williams, second by Van Zyl. Motion passed. Ayes: Beil, Noble, Sizemore, Van Zyl & Williams. Nays: None.

Respectfully Submitted,
Georgia Sizemore, Secretary