

**CRETE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
November 28, 2018  
7:00 p.m.**

**LEVY HEARING**

**MEETING AGENDA**

1. Call to order
2. Introduction of Guests/Visitors
3. Approval of Minutes
  - Regular Board Meeting, October 17, 2018 (Action item)
4. Correspondence
5. Approval of Bills for Payment (Action item)
6. Financial Report for October 2018 (Action item)
7. Librarians' Reports
8. Building & Grounds
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 2018 Tax Levy in the amount of \$1,769,400.00 (Action item)
13. New Business
  - A. Staff Appreciation (Information item)
  - B. Open Door Communications Policy Proposed Revision (Information item)
  - C. FY2017/18 Audit (Information item)
14. Executive Session
15. Adjournment

CRETE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING  
November 28, 2018

- I. Call to order: Meeting called to order by President Boehner at 7:06 p.m. Those in attendance: President Boehner, trustees: Beil, Monks, Noble, Sizemore, Van Zyl & Williams. Also in attendance: Executive Director Dienes & Admin. Asst. Bonfiglio.
- II. Introduction of Guests/Visitors: There were no guests/visitors.
- III. Approval of Minutes: Motion to approve minutes of regular meeting of October 17, 2018 by Beil, second by Sizemore. Motion passed. Ayes: Beil, Monks, Noble, Sizemore, Van Zyl & Williams. Nays: None.
- IV. Correspondence: Thank you from the Crete Pantry for donations of money and food. Letter from Crete Historical Society looking for an area for artifacts.
- V. Approval of Bills for Payment: One additional bill for payment from Heritage Technology Solutions in the amount of \$7650.00 for quarterly service on IT service. Motion to approve all bills as presented by Monks, second by Sizemore. Motion passed on voice vote. Ayes: Beil, Monks, Noble, Sizemore, Van Zyl & Williams. Nays: None.
- VI. Financial Report for October 2018: Treasurer Monks reported that everything looked great so far. Most of the tax money has been collected and expenses are slightly below the expected percentage for the year.
- VII. Librarian's Report: There was nothing to add.
- VIII. Building & Grounds: Ms. Dienes reported that the start date for the staff lounge is set for December 10<sup>th</sup>. The old cabinets, countertops & floor will be removed and replaced. A new bigger refrigerator and new sink, faucet & microwave will be installed. Paint and furniture may be purchased in the next fiscal year. The elevator bid process has been started. Jim Mac from JMA has also started the application for a matching funds grant through the Illinois State Library. Per the grant, the bids can be opened and checked for accuracy but can not be awarded until April after the grant committee announces the grant recipients. Work can start in May. Since the grant, if awarded, could be as much as \$50,000 it would be in the library's best interest to wait. If the elevator develops any problems that would make it impossible to wait then the library could proceed but would not be able to obtain the grant. Looking at the library schedule, if the work can't be finished by the start of the Summer Reading Program then, it would have to be wait until August. Ms. Dienes met with a lighting specialist that works with ComEd, helping to convert lighting to more energy efficient LED fixtures. There may be some incentive money that would lower the cost of the project.
- IX. Public Comment: No public comment.
- X. Community Outreach: Trustee Monks attended the Village board meeting and learned that the European market will be combined with the Monday cruise night.