

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

**January 16, 2019**

**7:00 p.m.**

**MEETING AGENDA**

1. Call to order
2. Introduction of Guests/Visitors
3. Approval of Minutes
  - Levy Hearing, November 28, 2018 (Action item)
  - Regular Board Meeting, November 28, 2018 (Action item)
4. Correspondence
5. Approval of Bills for Payment (Action item)
6. Financial Report for December 2018 (Action item)
7. Building & Grounds
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. Revised Open-Door Communication Policy (Action item)
13. New Business
  - A. Review of 2018 Closed Meeting Minutes for July-December 2018 (ILCS 120/2.06d) (Information item)
  - B. Premium Only Plan (POP) Amendment Resolution 19-01 (Action item)
  - C. Disaster Manual (Information item)
  - D. Photocopy Machines Contract (Information item)
14. Adjournment

CRETE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING  
January 16, 2019

- I. Call to Order: Meeting called to order by President Boehner at 7:00 p.m. Those in attendance: President Boehner, trustees Beil, Monks, Noble, Sizemore, Van Zyl & Williams. Trustee Monks left the meeting at 7:25 p.m. Also in attendance: Executive Director Dienes, Asst. Director, Amschl & Admin. Asst. Bonfiglio.
- II. Introduction of Guests/Visitors: There were no guests or visitors.
- III. Approval of Minutes: Motion to approve minutes of levy hearing of November 28, 2018 by Monks, second by Noble. Motion to approve minutes of regular meeting of November 28, 2018 by Williams, second by Sizemore. Both motions passed. Ayes: Beil, Monks, Noble, Sizemore, Van Zyl & Williams. Nays: None.
- IV. Correspondence: Several Thank you notes from the staff for the holiday party.
- V. Approval of Bills for Payment: Four additional checks for the staff members that have selected the HSA insurance plan. Motion to approve all bills as presented by Sizemore, second by Beil. Motion passed on voice vote. Ayes: Beil, Monks, Noble, Sizemore, Van Zyl & Williams. Nays: None.
- VI. Financial Report for December 2018: Treasurer Monks reported that expenditures are less than the expected 50% for the first half of the fiscal year.
- VII. Building & Grounds: The bids for the elevator project were opened and JMA Architects has reviewed them. The board will not select a winning bid until after the grants are awarded sometime in April. If the library needs to repair the elevator sooner than that, the library would forego the grant and proceed with the project. The board wanted to know why the amount for the interior upgrade was so high. Ms. Dienes said she would ask JMA Architects.
- VIII. Librarian's Reports: There was nothing to add.
- IX. Public Comment: There was no public comment.
- X. Community Outreach: Ms. Monks attended the village board meeting. The Saturday market will change to Monday nights in combination with the Village Cruise night. There will be a Dollar General Store on the west side of the Main Street. It will open sometime in the late summer.

XI. Other Board Reports:

- A. Friends of the Crete Public Library: The Friends will meet next week. Staff member Wegley used one of the display cases to show the many ways the Friends has supported the library over the last 30 years. Trustee Beil mentioned that in the last 15 years the Friends have spent \$60,000 for the library and some community events.
- B. Crete Library Foundation: The Foundation did not meet but they did provide a check for the cost of the new cabinets in the staff lounge.

XII. Old Business:

- A. Revised Open-Door Communications Policy: Motion to approve the revised policy by Sizemore, second by Van Zyl. Motion passed. Ayes: Beil, Monks, Noble, Sizemore, Van Zyl & Williams. Nays: None.

XIII. New Business:

- A. Review of 2018 Closed Meeting Minutes for July-December 2018: There were no closed minutes for that time frame.
- B. Premium Only Plan (POP) Amendment Resolution 19-01: The board discussed the Premium Only Plan. Motion to approve Premium Only Plan (POP) Amendment Resolution 19-01 by Beil, second by Van Zyl. Motion passed. Ayes: Beil, Noble, Sizemore, Van Zyl & Williams. Nays: None.
- C. Disaster Manual: The board received copies of the newly revised Disaster Manual. Ms. Dienes mentioned that the staff received copies at the recent in-service and reviewed the material.

XIV. Photocopy Machines Contract: The lease on the current photocopiers will expire in July 2019. The library will need to replace the copiers. Since one copier has such low usage the library will only replace three of the copiers. The board reviewed the information on the various options for new copiers. The least expensive option is from Gateway.

XV. Adjournment: Motion to adjourn at 7: 41 p.m. by Van Zyl, second by Noble. Motion passed. Ayes: Beil, Noble, Sizemore, Van Zyl & Williams. Nays: None.

Respectfully Submitted,  
Georgia Sizemore, Secretary