

**CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
February 20, 2019
7:00 p.m.**

MEETING AGENDA

1. Call to order
2. Introduction of Guests/Visitors
3. Approval of Minutes
 - Regular Board Meeting, January 16, 2019 (Action item)
4. Correspondence
5. Approval of Bills for Payment (Action item)
6. Financial Report for January 2019 (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
13. New Business
 - A. Transfer of Surplus Funds FY2017/18 Resolution 19-02 (Information item)
 - B. Illinois Proposed Minimum Wage Increase (Information item)
14. Adjournment

CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
FEBRUARY 20, 2019

- I. Call to order: Meeting called to order by President Boehner at 7:02 p.m. Those in attendance: President Boehner, trustees: Beil, Monks, Sizemore & Van Zyl. Absent: Noble & Williams. 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 January 16, 2019 by Monks, second by Van Zyl. Motion passed. Ayes: Beil, Monks, Sizemore & Van Zyl. Nays: None.
- IV. Correspondence: Letter from the office of State Representative Thaddeus Jones requesting the use of a meeting room once a month. Someone from his office would be on hand to help constituents with any issues or problems.
- V. Approval of Bills for Payment: Two additional bills for payment. JMA Architects in the amount of \$883.82 for the elevator bid. Gavin's Maintenance in the amount of \$146.00 for plumbing repair. Motion to approve all bills as presented by Beil, second by Sizemore. Motion passed on voice vote. Ayes: Beil, Monks, Sizemore & Van Zyl. Nays: None.
- VI. Financial Report for January 2019: Treasurer Monks reported that the expenses for the year are below expected and the library has gotten nearly all of the tax money for the year. Motion to approve Financial Report for January 2019 by Sizemore, second by Van Zyl. Motion passed on voice vote. Ayes: Beil, Monks, Sizemore & Van Zyl. Nays: None.
- VII. Building & Grounds: Ms. Dienes reported that there was a leak in a pipe that leads to the outside spigot near her office. The leak was found in her office wall and repaired. The wall needs new drywall and paint. Ms. Dienes showed pictures of the receiving room steel doors. The bottom of both doors is rusting and has some holes. Ms. Dienes has contacted several door companies for replacement estimates.
- VIII. Librarian's Reports: Ms. Dienes mentioned that Will County has contacted the library regarding some property that is currently part of the Sauk Village library but should be part of the Crete Library District. She is working to have it changed. There was a nice post on Facebook from a patron concerning the Children's Department programs & staff.
- IX. Public Comment: There was no public comment.
- X. Community Outreach: There was no community Outreach.

- XI. Other Board Reports:
 - A. Friends of the Crete Public Library: The January meeting was cancelled due to bad weather. They will meet next week.
 - B. Crete Library Foundation: The Foundation did not meet. They had a request to help pay for the A-V upgrade in the two meeting rooms. They will discuss at the next meeting.
- XII. Old Business: There was no Old Business.
- XIII. New Business:
 - A. Transfer of Surplus Funds FY2017/18 Resolution 19-02: The surplus funds for 2017/18 can be divided into several funds. \$150,000 into Special Reserve \$40,000 into IMRF and \$10,000 into the Audit Fund. The board discussed the resolution and can approve it next month.
 - B. Illinois Proposed Minimum Wage Increase: The proposed increase was approved so now the library will need to look into what steps need to be taken. The increase will be by increments over the next 5 years. The consulting company that provides HR information can provide a salary benchmark report that can establish salary ranges for the job positions within the library. The information can then be used to determine raises for each employee. Motion for HR Source to provide a salary benchmark report by Monks, second by Sizemore. Motion passed. Ayes: Beil, Monks, Sizemore & Van Zyl. Nays: None.
- XIV. Adjournment: Motion to adjourn at 7:44 p.m. by Beil, second by Van Zyl. Motion passed. Ayes: Beil, Monks, Sizemore, & Van Zyl. Nays: None.

Respectfully Submitted,
Georgia Sizemore, Secretary