

**CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
April 17, 2019
7:00 p.m.**

MEETING AGENDA

1. Call to order
2. Introduction of Guests/Visitors
3. Approval of Minutes of March 20, 2019 Board Meeting (Action item)
4. Correspondence
5. Approval of Bills for Payment (Action item)
6. Financial Report for March 2019 (Action item)
7. Building & Grounds
 - A. Review of Elevator Upgrade Bids (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. Trustee Training Workshop (Information item)
 - B. Amendment to the Board of Trustees Bylaws Section 6.03 (Action item)
 - C. Circulation Policy Revision (Action item)
13. New Business
 - A. Director's Evaluation (Information item)
 - B. Election of Board of Trustee Officers (Information item)
 - C. Preliminary FY2019-20 Budget (Information item)
 - D. Salary Benchmark Study (Information/Action item)
14. Executive Session

15. Adjournment

CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
April 17, 2019

- I. Call to order: Meeting called to order by President Boehner at 7:00p.m. Those in attendance: President Boehner, trustees Monks, Noble (7:05), Sizemore, Van Zyl & Williams. Absent: Beil. Also in attendance: Executive Director Dienes, Asst. Director Amschl, Admin. Asst. Bonfiglio & Timothy Brennan. There are two items to change on the agenda. The first is to add Review of Elevator Upgrade Bids under Building & Grounds. The second is to make the Salary Benchmark Study under New Business an action item. Motion to amend the agenda with the two changes by Monks, second by Van Zyl. Motion passed. Ayes: Monks, Sizemore, Van Zyl & Williams. Nays: None.
- II. Introduction of Guests/Visitors: Timothy Brennan, trustee elect was introduced.
- III. Approval of Minutes of March 20, 2019 Board Meeting: Motion to approve minutes of March 20, 2019 Board Meeting by Monks, second by Van Zyl. Ayes: Monks, Sizemore, Van Zyl & Williams. Nays: None.
- IV. Correspondence: Thank you note to Michelle for the annual Battle of the Books from D. Heavner.
- V. Approval of Bills for Payment: One additional bill for payment from JMA Architects in the amount of \$652.50 for water fountain proposal. Motion to approve all bills as presented by Monks, second by Van Zyl. Motion passed on voice vote. Ayes: Monks, Noble, Sizemore, Van Zyl & Williams. Nays: None.
- VI. Financial Report for March 2019: Treasurer Monks reported that the fiscal year has only one quarter to go and expenses are in good shape. Several of the income lines are well above expected. Motion to approve Financial Report for March 2019 by Williams, second by Sizemore. Motion passed on voice vote. Ayes: Monks, Noble, Sizemore, Van Zyl & Williams. Nays: None.
- VII. Building & Grounds:
 - A. Review of Elevator Upgrade Bids: The board discussed the bids. The lowest base bid was fine but that company had a high alternate bid for the interior upgrade. JMA mentioned that the board could accept the base bid and request a proposal for the interior work. Motion to accept base bid in the amount of \$83000.00 from Colley by Monks, second by Van Zyl. Motion passed. Ayes: Monks, Noble, Sizemore, Van Zyl & Williams. Nays: None.
- VIII. Librarian's Report: There was nothing to add.
- IX. Public Comment: There was no public comment.
- X. Community Outreach: Trustee Monks attended the Village board meeting and the new Chief of Police was sworn in. Crete Creative is moving ahead with the new location. They hope to have an open house on Memorial Day Weekend.
- XI. Other Board Reports:
 - A. Friends of the Crete Public Library: The Friends will meet next week.
 - B. Crete Library Foundation: The Foundation did not meet.

XII. Old Business:

- A. Trustee Training Workshop: Four board members will attend the workshop in May.
- B. Amendment to the Board of Trustees Bylaws Section 6.03: It was incorrectly reported last month, that the amount to go out for bid was changed to \$40,000.00. The correct amount for most bids is \$25000.00. The amount of \$40,000.00 applies to professional services such as soil testing etc. Another change will be to the start time for the board meetings. The new time will be 6:30 p.m. starting in July 2019. The last item is the timing for the Election of Officers will be changed from June to May. Motion to accept the three changes to the bylaws as discussed, by Monks, second by Williams. Motion passed. Ayes: Monks, Noble, Sizemore, Van Zyl & Williams. Nays: None.
- C. Circulation Policy Revision: The policy revisions reflect the various changes that have been made over the years. Motion to accept Circulation Policy Revision by Monks, second by Van Zyl. Ayes: Monks, Noble, Sizemore, Van Zyl & Williams. Nays: None.

XIII. New Business:

- A. Director's Evaluation: The Director handed out her self-evaluation and the board appointed trustees Monks and Van Zyl to collect the board's evaluations and to review them.
- B. Election of Board of Trustee Officers: The board members will indicate if they are interested in any office. The slate will be proposed in May.
- C. Preliminary FY2019-20 Budget: Income and expenses are expected to be similar to last year. With the new minimum wage law some additional money will be added to the salary line. The FY2019-20 budget will available to the public next month.
- D. Salary Benchmark Study: HR Source provided a benchmark study which helps to determine how salaries at the Crete Library compare to other libraries of similar size and budget. Several of the staff were actually above the maximum for their position (red circled staff). There are several ways to compensate employees without increasing their salary. The most popular is to give a once a year bonus, approximately equal to what a raise would be. Motion to use the Salary Benchmark Study as a guide to raises and to provide bonuses to red circled staff by Monks, second by Sizemore. Motion passed on voice vote. Ayes: Monks, Noble, Sizemore, Van Zyl & Williams. Nays: None.

- XIV. Adjournment: Motion to adjourn at 8:20 p.m. by Noble, second by Van Zyl. Motion passed. Ayes: Monks, Noble, Sizemore, Van Zyl & Williams. Nays: None.

Respectfully Submitted,
Georgia Sizemore, Secretary