

**CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
May 15, 2019
7:00 p.m.**

MEETING AGENDA

1. Call to order
2. Introduction of Guests/Visitors
3. Approval of Minutes of April 17, 2019 Board Meeting (Action item)
4. Correspondence
5. Approval of Bills for Payment (Action item)
6. Financial Report for April 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
 - A. FY 2019/20 Budget & Appropriations Ordinance 19-01 Draft (Action item)
 - B. Approval of Elevator Interior Renovation in the amount of \$12,305.00 (Action item)
 - C. Approval of Drinking Fountain Update Project in the amount of \$9,353.00 (Action item)
13. New Business
 - A. FY2019/20 Meeting Dates & Times Ordinance 19-02 (Information item)
 - B. FY2019/20 Non-Resident Card Ordinance 19-03 (Information item)
 - C. Upcoming Library Closures (Information item)
14. Executive Session
15. Adjournment

CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
May 15, 2019

- I. Call to order: Meeting called to order by President Boehner at 7:01 p.m. Those in attendance: President Boehner, trustees: Beil, Monks, Noble, Van Zyl & Williams. Also in attendance: Executive Director Dienes & Admin. Asst. Bonfiglio. Two items need to be added to the agenda: Under Old Business, Approval of Elevator Interior Renovation in the amount of \$12305.00 and Approval of Drinking Fountain Update Project in the amount of \$9353.00. Motion to add the two items under Old Business by Monks, second by Williams. Motion passed. Ayes: Beil, Monks, Noble, Van Zyl & Williams. Nays: None.
- II. Introduction of Guests/Visitors: There was a visitor from the Friends of the Park Forest Library, Alice McBride.
- III. Approval of Minutes of April 17, 2019 Board Meeting: Motion to approve Minutes of April 17, 2019 Board Meeting by Beil, second by Van Zyl. Motion passed. Ayes: Beil, Monks, Noble, Van Zyl & Williams. Nays: None.
- IV. Correspondence: Thank You card from former trustee Sizemore. Thank you cards from the students working in Coffee Connection. Three letters from the Secretary of State: one stating that the elevator grant that the library applied for, was not awarded, one that requested help on promoting the 2020 census and one informing the library that the newly elected trustees needed to be officially reported to the Secretary.
- V. Approval of bills for payment: There were three additional bills for payment. One for Jimbooo's Beef for the senior day lunches in the amount of \$384.00. One for HR Source for the final payment on the benchmark study in the amount of \$2585.00 and one for Maurita Jones in the amount of \$1576.00 tuition reimbursement. Motion to approve all bills by Monks, second by Van Zyl. Motion passed on voice vote. Ayes: Beil, Monks, Noble, Van Zyl & Williams. Nays: None.
- VI. Financial Report for April 2019: Treasurer Monks reported that the budget year is at 83% and the library has received most of the expected income and expenses are below the budgeted amount for the fiscal year. Motion to approve Financial Report for April 2019 by Williams, second by Noble. Motion passed on voice vote. Ayes: Beil, Monks, Noble, Van Zyl & Williams. Nays: None.
- VII. Building & Grounds: The new doors for the receiving room will be coming soon. There have been some wasps in the building. They seem to have built a nest outside the building but up high. The pest control company will come with a tall ladder soon to remove the wasps.
- VIII. Librarian's Report: Ms. Dienes showed the board the space invaders that some of the staff have made for the upcoming summer reading program.
- IX. Public Comment: There was no public comment.
- X. Community Outreach: Trustee Monks attended the Village Board meeting. The village board discussed requests from some business for building lights. Also they discussed the proposed cannabis law and the impact on the community.
- XI. Other Board Reports:
 - A. Friends of the Crete Public Library: The Friends met last month and approved to pay for one of the summer internships. They will also have two fundraising dates at HITS this summer, May 26th and July 7th.
 - B. Crete Library Foundation: The Foundation will pay for the new a-v upgrade in the Audrey DeMuth room.

XII. Old Business:

- A. FY2019/20 Budget & Appropriation Ordinance 19-01 Draft: Motion to approve draft of FY2019/20 Budget & Appropriations Ordinance 19-01 by Beil, second by Van Zyl. Motion passed on voice vote. The draft of the ordinance will be available for the public to view.
- B. Approval of Elevator Interior Renovation in the amount of \$12305.00: When the elevator bids were opened, the interior renovation was a separate item. The company that won the mechanical bid had a high amount for the interior renovation. Motion to accept Imperial Interiors for the elevator interior renovation in the amount of \$12305.00 by Monks, second by Van Zyl. Motion passed on voice vote. Ayes: Beil, Monks, Noble, Van Zyl & Williams. Nays: None.
- C. Approval of Drinking Fountain Update Project in the amount of \$9353.00: The project will also include fixing the outdoor spigot. Motion to approve proposal from Reichelt Plumbing in the amount of \$9353.00 to update the drinking fountains by Williams, second by Van Zyl. Motion passed on voice vote. Ayes: Beil, Monks, Noble, Van Zyl & Williams. Nays: None.

XIII. New Business:

- A. FY2019/20 Meeting Dates & Times Ordinance 19-02: The start time for the meeting will change to 6:30 p.m. and the August meeting will be on the 4th Wednesday of the month.
- B. FY2019/20 Non-Resident Card Ordinance 19-03: The library will provide non-resident cards according to the guidelines established by RAILS.
- C. Upcoming Library Closures: The library no longer closes for Veteran's Day. Instead the library has a floating holiday each year. This year the day will be July 5th. Also the library participates with other libraries for an in-service day on the first Friday in December. The library would be closed on December 6th. Motion to close on July 5, 2019 and December 6, 2019 by Noble, second by Monks. Motion passed. Ayes: Beil, Monks, Noble, Van Zyl & Williams. Nays: None.

XIV. Executive Session: The board did not go into executive session.

XV. Adjournment: Motion to adjourn at 7:48 p.m. by Van Zyl, second by Noble. Motion passed. Ayes: Beil, Monks, Noble, Van Zyl & Williams. Nays: None.

Respectfully Submitted

Sharon Bonfiglio, Admin. Asst.