

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

June 17, 2019

6:30 p.m.

MEETING AGENDA

1. Call to order
2. Introduction of Guests/Visitors
3. Swearing in of New Trustees and Election of Officers (Action item)
4. Approval of Minutes of May 15, 2019 Board Meeting (Action item)
5. Correspondence
6. Approval of Bills for Payment (Action item)
7. Financial Report for May 2019 (Action item)
8. Building & Grounds
9. Librarians' Reports
10. Public Comment
11. Community Outreach
12. Other Board Reports
 - A. Friends of the Crete Public Library
 - B. Crete Library Foundation
13. Old Business
 - A. FY 2019/20 Meeting Dates & Times Ordinance 19-02 (Action item)
 - B. FY2019/20 Non-Resident Card Ordinance 19-03 (Action item)
 - C. Executive Director Evaluation (Action item)
14. Closed Session to discuss *the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body.*
5 ILCS 120/2(c) (1)
15. New Business
 - A. Board of Trustee Signature Cards (Action item)
 - B. Review of Facilities Use Policy (Information item)
 - C. Review of Closed Minutes January through May 2019 (Information item)
16. Adjournment

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

- I. Call to Order: Meeting called to order by President Boehner at 6:30 p.m. Those in attendance: President Boehner, trustees: Beil, Brennan, Monks, Noble, Van Zyl & 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. Swearing in of New Trustees and Election of Officers: Current trustees Boehner & Beil as well as new trustee Brennan were sworn in. The trustees elected new officers. President: Monks; Vice-President: Noble; Secretary: Boehner; Treasurer: Van Zyl. Motion to accept slate of officers by Boehner, second by Noble. Motion passed. Ayes: Beil, Boehner, Brennan, Noble, Van Zyl & Williams. Nays: None.
- IV. Approval of Minutes of May 15, 2019 Board Meeting: Motion to approve minutes of the regular board meeting of May 15, 2019 by Beil, second by Brennan. Motion passed. Ayes: Beil, Boehner, Brennan, Noble, Van Zyl & Williams. Nays: None.
- V. Correspondence: There was no correspondence.
- VI. Approval of Bills for Payment: The bill for Lozich Masonry was reduced by \$500.00 since the work performed was less than expected. A check in the amount of \$5363.00 to TBS is for licenses for next fiscal year. Payment must be made before the next board meeting. Motion to approve all bills as presented by Boehner, second by Van Zyl. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Noble, Van Zyl & Williams. Nays: None.
- VII. Financial Report for May 2019: Treasurer Van Zyl reported that with just one month remaining in the fiscal year the expenses are lower than budgeted amounts. Motion to approve Financial Report for May 2019 by Williams, second by Noble. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Noble, Van Zyl & Williams. Nays: None.
- VIII. Building & Grounds: The water fountains/fill stations were installed. The wasp nets were removed recently. Also, the parts for the elevator project have come in and everything is on track to start in early August.
- IX. Librarian's Report: There are 359 children and 150 adult/teens signed up for the Summer Reading Program at this time. Approximately 50 people signed up at the Park-a-Palooza. The library was able to sell most of the items that were offered during the Crete Garage Sale.
- X. Public Comment: There was no public comment.
- XI. Community Outreach: The library will have a booth at the upcoming Crete Health Fair. Trustee Van Zyl attended the school board meeting and was able to report about the many school visits that the library makes, as well as mention the Summer Reading Program. President Monks mentioned the Garden Walk and gave an update on Crete Creative.

XII. Other Board Reports:

- A. Friends of the Crete Public Library: The Friends Group is off for the summer, however there are several fundraisers coming up. They will have a booth at the garden walk and be at HITS on July 7th. There is also the fundraiser at Cone Cottage on June 26th.
- B. Crete Library Foundation: The Foundation did not meet but will pay for the A-V upgrade in the Audrey DeMuth Room.

XIII. Old Business:

- A. FY2019/20 Meeting Dates & Times Ordinance 19-02: Motion to approve FY2019/20 Meeting Dates & Times Ordinance 19-02 by Van Zyl, second by Williams. Motion passed. Ayes: Beil, Boehner, Brennan, Noble, Van Zyl & Williams. Nays: None.
- B. FY2019/20 Non-Resident Card Ordinance 19-03: Motion to approve FY2019/20 Non-Resident Card Ordinance 19-03 by Beil, second by Van Zyl. Motion passed. Ayes: Beil, Boehner, Brennan, Noble, Van Zyl & Williams. Nays: None.
- C. Executive Director Evaluation: Motion to go into closed session at 7:08p.m. by Brennan, second by Beil. Motion passed. Ayes: Beil, Boehner, Brennan, Noble, Van Zyl & Williams. Nays: None.

- XIV. Closed Session to discuss *the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body*. 5 ILCS 120/(c) (1): The board returned to regular session at 7:23. The Executive Director received her evaluation and the board approved a salary increase of 3%.

XV. New Business:

- A. Board of Trustee Signature Cards: Motion by Van Zyl that all current trustees, Phyllis Monks, Judi Boehner, Synthia Noble, Heather Van Zyl, Leslee Williams, Richard Beil & Timothy Brennan be signers on the accounts of the Crete Public Library District, second by Boehner. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Noble, Van Zyl & Williams. Nays: None.
- B. Review of Facilities Use Policy: Ms. Amschl has updated the policy to include information regarding security cameras, service animals & the taking of photos within the library. The format is also updated to match the current policy.
- C. Review of Closed Minutes January through May 2019: There were no closed minutes during that time frame. Ms. Dienes mentioned that recordings older than 18 months can be disposed of per the records retention policy.

- XVI. Adjournment: Motion to adjourn at 7:50 p.m. by Boehner, second by Van Zyl. Motion passed. Ayes: Beil, Boehner, Brennan, Noble, Van Zyl & Williams. Nays: None.

Respectfully Submitted,
Judi Boehner, Secretary

CRETE PUBLIC LIBRARY
DISTRICT BOARD OF TRUSTEES
Minutes June 17, 2019

CLOSED SESSION

- I. Closed session was called to order by President Monks at 7:10 p.m.
Those present: Biel, Boehner, Brennan, Monks, Noble, Williams,
VanZyl.
- II. The board discussed the evaluation of the Executive Director and recommended a
3 percent salary increase.
- III. A motion was made by Boehner to end closed session, seconded by Brennan. Closed
session was adjourned at 7:22.

Respectfully submitted,

Judi Boehner
Secretary