

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

August 28, 2019

6:30 p.m.

MEETING AGENDA

1. Call to order
 2. Introduction of Guests/Visitors
 3. Approval of Minutes
 - a. July 17, 2019 Regular Board Meeting (Action item)
 - b. July 17, 2019 Budget and Appropriations Hearing Minutes (Action item)
 4. Correspondence
 5. Approval of Bills for Payment (Action item)
 6. Financial Report for July 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. Board of Trustee Signature Cards (Information item)
 - B. Secretary's Audit Review of FY2018/19 Meeting Minutes (Information item)
 13. New Business
 - A. IPLAR for FY 2018/19 (Information item)
 - B. Treasurer's Report June 30, 2019 (Information item)
 14. Adjournment
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CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MINUTES OF
REGULAR BOARD MEETING
AUGUST 28, 2019

- I. Call to Order: Meeting called to order by President Monks at 6:34 p.m. Those in attendance: President Monks, trustees: Beil, Boehner, Brennan, 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. Approval of Minutes: Correction to both minutes. The Library Board Secretary is Judi Boehner, not Heather Van Zyl. Motion to approve minutes of the regular board meeting of July 17, 2019 with the correction, by Van Zyl, second by Boehner. Motion to approve minutes of the Budget & Appropriations hearing of July 17, 2019 with the correction, by Van Zyl, second by Brennan. Both motion passed. Ayes: Beil, Boehner, Brennan, Noble, Van Zyl & Williams. Nays: None.
- IV. Correspondence: There was no correspondence.
- V. Approval of Bills for Payment: Trustee Boehner asked about the City By App payment. Ms. Dienes explained that this was the final payment for the app and the library does not intend to renew. Motion to approve all bills for payment by Van Zyl, second by Beil. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Noble, Van Zyl & Williams. Nays: None.
- VI. Financial Report for July 2019: Treasurer Van Zyl reviewed the income/expense report for the first month of the fiscal year. Over half of the tax money has been received and most of the expenses are below the budgeted 8% for the month. Motion to approve Financial Reports for July 2019 by Boehner, second by Noble. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Noble, Van Zyl & Williams. Nays: None.
- VII. Building & Grounds: A valve on the water heater broke this morning but the library maintenance man was able to fix it. The wall in the public men's room was in poor condition. Metropolitan Corp was in for several days to replace part of the wall. The elevator project is scheduled to start September 9th and will take about a month to finish. Ms. Dienes was in contact with the company that will perform the work and went over some details about how much space they will need and if any items will need to be stored at the library. Each public desk will have some talking points about the project in case patrons have any questions.
- VIII. Librarian's Reports: Ms. Dienes discussed the importance of a strategic plan and suggested that it was time to update the library's. She also had her goals for the current year.
- IX. Public Comment: There was no public comment.
- X. Community Outreach: Ms. Monks attended the village board meeting and reported what was discussed to the library board.

- XI. Other Board Reports:
 - A. Friends of the Crete Public Library: The Friends met but it was short meeting with no requests and little to discuss.
 - B. Crete Library Foundation: The Foundation did not meet.
- XII. Old Business:
 - A. Board of Trustees Signature Cards: Ms. Dienes reported that the signature cards had been returned to the bank and that all of the current board members were able to sign checks.
 - B. Secretary's Audit Review: Trustees Van Zyl & Brennan conducted the review and everything was fine.
- XIII. New Business:
 - A. IPLAR for FY2018/19: The Illinois Public Library Annual Report for the Crete Library was completed and a copy was available for the board to look over.
 - B. Treasurer's Report June 30, 2019: The Treasurer's Report for June 30, 2019 was completed and can be posted on the library's website.
- XIV. Adjournment: Motion to adjourn at 7:22 by Williams, second by Van Zyl. Motion passed. Ayes: Beil, Boehner, Brennan, Noble, Van Zyl & Williams. Nays: None.

Respectfully Submitted
Judi Boehner, Secretary