

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

**August 17, 2016**

**7:00 p.m.**

**MEETING AGENDA**

1. Call to order
2. Introduction of Guests/Visitors
3. Approval of Minutes
  - from July 20, 2016 Budget & Appropriations Hearing (Action item)
  - from July 20, 2016 Meeting (Action item)
  - from July 20, 2016 Closed Session (Action item)
4. Correspondence
5. Approval of Bills for Payment (Action item)
6. Financial Report for July 2016 (Action item)
7. Librarians' Reports
8. Public Comment
9. Community Outreach
10. Other Board Reports
  - A. Friends of the Crete Public Library
  - B. Crete Library Foundation
11. Old Business
  - A. Building & Grounds Project – Bat Exclusion Update
12. New Business
  - A. Illinois Funds Account Information – Rebecca Nagle, Old Plank Trail (Action item)
  - B. FY2016 Illinois Public Library Annual Report (IPLAR) (Information item)
  - C. Local Expense Reimbursement Policy (Information item)
13. Adjournment

CRETE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING  
August 17, 2016

- I. Call to order: Meeting called to order by President Warren at 7:05 p.m. Those in attendance: President Warren, board members: Monks, Noble & Wagner. Van Zyl 7:17 p.m. Absent: Boehner & Sizemore. Also in attendance: Executive Director Dienes, Asst. Administrator Amschl & Admin. Asst. Bonfiglio. Motion to move Illinois Funds Account Information to item 4 on the agenda by Wagner, second by Monks. Motion passed. Ayes: Monks, Noble & Wagner. Nays: None.
- II. Introduction of guests/visitors: Rebecca Nagel from Old Plank Trail Community Bank.
- III. Approval of minutes: Motion to approve minutes from July 20, 2016 Budget & Appropriations Hearing by Monks, second by Noble. Motion to approve minutes of regular meeting from July 20, 2016 by Monks, second by Wagner. Motion to approve minutes of closed session minutes from July 20, 2016 by Monks, second by Wagner. All three motions passed. Ayes: Ayes: Monks, Noble & Wagner. Nays: None.
- IV. Illinois Funds Account Information – Rebecca Nagel, Old Plank Trail Bank (action item): Ms. Nagel explained that when Illinois Funds made several changes in the Spring, the funds on deposit there were no longer collateralized. Since the library has a responsibility to protect the funds it is given, the library needs to move any funds to a more secure bank. Ms. Nagel proposed moving the Illinois Funds accounts to money market accounts at Old Plank Trail Bank & combining the recently opened Max Safe account to that account as well. The money would be secured with a letter of credit pledged to the Federal Home Loan Bank. In addition to being secured the accounts would earn a higher rate of interest. Motion to close the three Illinois Funds accounts and the Max Safe account and deposit the money into money market accounts at Old Plank Trail Bank by Noble, second by Monks. Motion passed on voice vote. Ayes: Ayes: Monks, Noble, Van Zyl & Wagner. Nays: None.
- V. Correspondence: No correspondence.
- VI. Approval of bills for payment: Motion to approve all bills for payment by Monks, second by Wagner. Motion passed on voice vote. Ayes: Ayes: Monks, Noble, Van Zyl & Wagner. Nays: None.
- VII. Financial report for July 2016: Treasurer Monks reviewed the income expense report for the first month of the fiscal year. Although expenses were a little high for the month, some bills that were paid were for an annual amount & expenses should level off soon.

- VIII. Librarian's report: There has been a delay with the bid process. There was trouble getting the exact specifications for the windows & measurements needed to be taken. The library may need to call a special meeting once the bids are submitted. Ms. Dienes reported that she and some staff members went to Balmoral for a special tour & more information on the new business that will be starting up next Spring.
- IX. Public Comment: No public comment.
- X. Community Outreach: Trustee Monks attended the village board meeting where they discussed adding a proposal to the November ballot that would increase the sales tax in the area. Revenue from the increased tax would be used for road improvement.
- XI. Other board reports:
- A. Friends of the Crete Public Library: The Friends group will meet next week.
  - B. Crete Library Foundation: The Foundation did not meet.
- XII. Old Business:
- A. Building & Grounds project – Bat Exclusion Update: Get Bats Out were out the week of July 25<sup>th</sup>. The exclusion devices were installed & the building was sealed. The technician reported that the ridge vents would need to be replaced as they were extremely warped and bats could potentially enter the building that way. New ridge vents were added to the bid proposal. The technician also reported no evidence of significant guano which would cause histoplasmosis.
- XIII. New Business:
- A. FY2016 Illinois Public Library Annual Report (IPLAR): The annual report has been completed and is available for the trustees to review. The report must be submitted by September 1<sup>st</sup>.
  - B. Local Expense Reimbursement Policy: A new law was signed last month requiring libraries to pass an ordinance regarding reimbursement of travel & other employee expenses. Ms. Dienes is working with the library attorney for the proper wording of the ordinance.
- XIV. Adjournment: Motion to adjourn at 7:47 p.m. by Noble, second by Van Zyl. Motion passed.  
Ayes: Ayes: Monks, Noble, Van Zyl & Wagner. Nays: None.

Respectfully Submitted,  
Sharon Bonfiglio, Admin. Asst.