

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

April 18, 2018

7:00 p.m.

MEETING AGENDA

1. Call to order
2. Introduction of Guests/Visitors
3. Approval of Minutes
 - Regular Board Meeting, March 28, 2018 (Action item)
4. Correspondence
5. Approval of Bills for Payment (Action item)
6. Financial Report for March 2018 (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. HVAC Temperature Control Upgrade Update (Information item)
 - B. Electronic Sign Upgrade Update (Information item)
12. New Business
 - A. Preliminary FY2018-19 Budget (Information item)
 - B. Director's Evaluation (Information item)
13. 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(e) (1).
14. Adjournment

CRETE PUBLIC LIBRARY DISTRICT
MINUTES OF REGULAR MEETING
April 18, 2018

- I. Call to order: Meeting called to order by President Boehner at 7:00 p.m. Those in attendance: President Boehner, trustees: Beil, Monks, Noble, Sizemore, Van Zyl & Williams. Also in attendance: Executive Director Dienes, Asst. Director Amschl & Admin. Asst. Bonfiglio.
- II. Introduction of Guest/Visitors: There were no guests or visitors.
- III. Approval of Minutes: Motion to approve minutes of the regular meeting March 28, 2018 by Williams, second by Monks. Motion passed. Ayes: Beil, Monks, Noble, Sizemore, Van Zyl & Williams. Nays: None.
- IV. Correspondence: Thank you note from long- time patron who won the prize for the Oscar contest. Ms. Dienes & staff have completed several FOIA requests recently.
- V. Approval of Bills for Payment: One additional bill for payment from Heritage Technology Solutions in the amount of \$904.68 for a computer to be used as a station to reformat different technology. Motion to approve all bills as presented by Monks, second by Sizemore. Motion passed on voice vote. Ayes: Beil, Monks, Noble, Sizemore, Van Zyl & Williams. Nays: None.
- VI. Financial Report for March 2018: Treasurer Monks reported on the income/expenses for the year so far. The fiscal year is at 75% and most line items are within or below that percentage. Motion to approve Financial Reports for March 2018 by Beil, second by Van Zyl. Motion passed on voice vote. Ayes: Beil, Monks, Noble, Sizemore, Van Zyl & Williams. Nays: None.
- VII. Librarian's Reports: Ms. Dienes mentioned that National Library Week went well. There were some mood pencils remaining, they will be used for other programs.
- VIII. Public Comment: No public comment.
- IX. Community Outreach: No Community outreach
- X. Other Board Reports:
 - A. Friends of the Crete Public Library: The Friends will meet next week.
 - B. Crete Library Foundation: The Foundation met but there was no new business.
- XI. Old Business:
 - A. HVAC Temperature Control Upgrade Update: F. E. Moran started work on the upgrade last week. Two storage pods and a dumpster were delivered to the parking lot. Some of the units have been removed from areas that are seldom used. The new units should be delivered by the end of the week and installation will start soon after. Some shelves will need to be moved and the company that was used during the renovation will supervise the moving of the shelves. F.E.Moran expects to have the entire project completed by the end of May.
 - B. Electronic Sign Upgrade: All Right Sign has applied for the permits and is waiting for them. Ms. Dienes will call to find out the timeline for the sign installation.

XII. New Business:

- A. Preliminary FY2018/19 Budget: Ms. Dienes reported that the EAV was similar to last year's amount and so the budget for FY2018/19 will be about the same. Some line items will go up or down slightly, but not significantly.
- B. Director's Evaluation: Ms. Dienes gave each of the board members an evaluation sheet to fill out. Trustees Beil & Williams will collate the responses for the board. The evaluations will be due on May 2nd.

XIII. Closed Session to discuss "The appointment, employment, compensation, discipline, performance or dismissal for specific employees of the public body or legal counsel for the public body." 5 ILCS 120/2(c) (1). : The board did not go into closed session.

XIV. Adjournment: Motion to adjourn at 7:58 p. m. by Noble, second by Monks. Ayes: Beil, Monks, Noble, Sizemore, Van Zyl & Williams. Nays: None.

Respectfully Submitted,
Georgia Sizemore, Secretary