

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

August 22, 2018

7:00 p.m.

MEETING AGENDA

1. Call to order
2. Introduction of Guests/Visitors
3. Approval of Minutes
 - Budget and Appropriations Meeting July 18, 2018 (Action item)
 - Regular Board Meeting, July 18, 2018 (Action item)
4. Correspondence
5. Approval of Bills for Payment (Action item)
6. Financial Report for July 2018 (Action item)
7. Librarians' Reports
8. Building & Grounds
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. IPLAR for FY 2017/18 (Information item)
13. New Business
 - A. Treasurer's Report June 30, 2018 (Information item)
 - B. Review of Closed Minutes January through July, 2018 (Information item)
 - C. Method of Bill Payment (Information item)
 - D. Method of Keeping Library Statistics (Information item)
14. Adjournment

CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
AUGUST 22, 2018

- I. Call to order: Vice-President Noble called the meeting to order at 7:00 p.m. Those in attendance: Vice-President Noble, trustees: Beil, Monks, Sizemore, 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: Motion to approve the minutes of the Budget and Appropriations Meeting of July 18, 2018 by Monks, second by Beil. Motion passed. Ayes: Beil, Monks, Sizemore, Van Zyl and Williams. Nays: None. The trustees discussed amending the minutes of July 18, 2018 to add sentence under New Business item C: E-Rate. The sentence would read: The majority of the board is not in favor of filtering which is a requirement of E-Rate grant. Motion to amend the minutes of July 18, 2018 to include: The majority of the board is not in favor of filtering which is a requirement of the E-Rate grant by Monks, second by Noble. Motion passed: Ayes: Beil, Monks, Sizemore, Van Zyl and Williams. Nays: None. Motion to approve amended minutes of July 18, 2018 by Beil, second by Van Zyl. Motion passed. Ayes: Beil, Monks, Sizemore, Van Zyl and Williams. Nays: None.
- IV. Correspondence: There was no correspondence.
- V. Approval of Bills for Payment: Motion to approve all bills for payment by Williams, second by Van Zyl. Motion passed on voice vote. Ayes: Beil, Monks, Sizemore, Van Zyl and Williams.
- VI. Financial Report for July 2018: Treasurer Monks reported that with the start of the new fiscal year there were several bills that are paid annually that inflated the expenses. Those expenses will level out over the coming months. The high amount in the Misc. income category is due to an incentive rebate from ComEd for the parking lot light upgrade. Motion to approve Financial Report for July 2018 by Van Zyl, second by Sizemore. Motion passed on voice vote. Ayes: Beil, Monks, Sizemore, Van Zyl and Williams. Nays: None.
- VII. Librarian's Reports: Ms. Dienes reported that our library gets a high number of patrons from other libraries. During the summer the Geocache program brings in extra patrons as well.
- VIII. Building & Grounds: Ms. Dienes had a technician from our current elevator company examine the unit and they came up with an estimate to update the elevator. JMA reviewed the estimate and thought that is was high. So they will come next week with two technicians from other companies that will examine the elevator and provide a list of any items that will need to be updated or repaired. The water heater had a leak due to corrosion at a coupling. The water heater was able to be repaired instead of being replaced.
- IX. Public Comment: No public comment.

- X. Community Outreach: No community outreach.
- XI. Other Board Reports:
 - A. Friends of the Crete Public Library: The Friends will meet next week.
 - B. Crete Library Foundation: The Foundation will meet next month.
- XII. Old Business:
 - A. IPLAR for FY2017/18: The Illinois Public Library Annual Report has been completed and submitted. The IPLAR is necessary in order to receive any Per Capita money.
- XIII. New Business:
 - A. Treasurer's Report June 30, 2018: The Treasurer's Report has been completed and will be posted on the library's website.
 - B. Review of Closed Minutes January through July 2018: There were 3 closed sessions during that time frame. Two concerning a patron issue and one was the Executive Director's evaluation. Motion to keep closed session minutes closed by Monks, second by Sizemore. Motion passed. Ayes: Beil, Monks, Sizemore, Van Zyl and Williams. Nays: None.
 - C. Method of Bill Payment: Ms. Dienes mentioned that there are several bills that come in that have due dates that don't work well with the board meeting dates. If the bills are not paid on time there is usually a hefty late fee. Most of these bills are credit cards or utilities and the due date cannot be changed. Ms. Dienes would like to look into paying some of these bills online though the bank. The trustees discussed the issue and directed Ms. Dienes to get more information from the bank.
 - D. Method of keeping library statistics: Since the IPLAR report is requiring more statistics each year, an overhaul of the monthly statistics was in order. Also there was concern that the old way of keeping stats created the possibility for inaccurate numbers. The new computer program through SWAN allows for more accurate reports each month and with the yearend report those numbers can be transferred directly to the IPLAR.
 - E. Also under new business it was requested that the board further discuss the public's use of the library's internet computers at the next meeting.
- XIV. Adjournment: Motion to adjourn at 7:49 p.m. by Beil, second by Sizemore. Motion passed. Ayes: Beil, Monks, Sizemore, Van Zyl and Williams. Nays: None.

Respectfully Submitted,
Georgia Sizemore, Secretary