

**CRETE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
April 20, 2016  
7:30 p.m.**

**MEETING AGENDA**

1. Call to order
2. Introduction of Guests/Visitors
3. Approval of Minutes
  - from March 16, 2016 Meeting (Action item)
4. Correspondence
5. Approval of Bills for Payment (Action item)
6. Financial Report for March 2016 (Action item)
7. Librarians' Reports
  - Karen Wegrzyn, Public Information Coordinator
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. Policy Manual Update (Action item)
  - B. FY 2016 Per Capita Grant Requirement: *Access* (Action item)
  - C. Window Replacement Project (Information item)
12. New Business
  - A. Trustee Workshop – May 14, 2016 (Information item)
  - B. Parkapalooza – May 21, 2016 (Information item)
  - C. Director Evaluation (Information item)
  - D. Preliminary Budget Draft (Information item)
13. Adjournment

CRETE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
REGULAR MINUTES OF  
APRIL 20, 2016

- I. Call to order: Meeting called to order by President Warren at 7:31 p.m. Those in attendance President Warren, trustees Boehner, Monks, Noble, Sizemore & Wagner. Absent: Van Zyl. Also in attendance: Executive Director Dienes, Asst. Director Amschl, Admin. Asst. Bonfiglio, PR Coordinator Wegrzyn and Chad Charon from PBS Design Build. Motion to move Window Replacement Project to position 3 on the agenda in consideration of Mr. Charon's time by Boehner, second by Wagner. Motion passed. Ayes: Boehner, Monks, Noble, Sizemore & Wagner. Nays: None.
- II. Introduction of guests/visitors: Karen Wegrzyn PR Coordinator and Chad Charon from PBS Design Build.
- III. Window Replacement Project: The board asked for a new proposal from PBS. The current proposal has a fixed fee plus a percentage of cost. Since the other proposals are just a fixed fee and the total cost of the project has yet to be determined, it would be easier to compare proposals. The proposal will also separate the masonry and concrete work. PBS will provide guidance on what type of windows and how many to replace. Some of the windows may have more extensive damage and will require more repair work, which will increase the cost. The board would also like the new windows to blend with any windows that may not be replaced.
- IV. Approval of Minutes: Motion to approve minutes of the regular meeting of March 16, 2016 by Monks, second by Boehner. Motion passed. Ayes: Boehner, Monks, Noble, Sizemore & Wagner. Nays: None.
- V. Correspondence: Thank you letter from Coretta Scott King School for sponsoring the appearance of the Chicago Bears mascot.
- VI. Approval of bills for payment: Motion to approve all bills for payment as presented by Monks, second by Boehner. Motion passed on voice vote. Ayes: Boehner, Monks, Noble, Sizemore & Wagner. Nays: None.
- VII. Financial report for March 2016: Treasurer Monks reported that the library is doing well at 75% of the fiscal year, expenses are at 68% overall.
- VIII. Librarian's report: Ms. Dienes mentioned that a cooling unit will be installed in the LAN room to replace the fan. Ms. Wegrzyn shared the progress on the enewsletter and various social media. She also reported that the Little Free Library is still in the works and that the Fire Department is on board for the location and the Boy Scouts are coming up with some ideas for the design. The library will participate in the upcoming Park-A-Palooza and the annual Memorial Day Parade.
- IX. Public comment: No public comment.

- X. Community outreach: Trustee Monks attended the Village board meeting and learned about the water project for this summer. The five wells in the village will have rust removed. Trustee Sizemore went to the school board meeting and mentioned the recent Battle of the Books and the upcoming internship at the library.
  
- XI. Other board reports:
  - A. Friends of the Crete Public Library: The Spring book sale went well with around \$900 earned. The unsold books were picked up by Joliet Cares and Discover books. Some will be discarded and others will be distributed to area children.
  
  - B. Crete Library Foundation: The Foundation did not meet.
  
- XII. Old business:
  - A. Policy Manual Update: The board reviewed the changes to the manual several months ago. The formatting is complete. Motion to approve the new Policy Manual by Monks, second by Wagner. Motion passed. Ayes: Boehner, Monks, Noble, Sizemore & Wagner. Nays: None.
  
  - B. FY2016 Per Capita Grant Requirement: Access: The library meets or exceeds the access standards. Motion to approve FY2016 Per Capita Grant Requirement: Access: by Boehner, second by Wagner. Motion passed. Ayes: Boehner, Monks, Noble, Sizemore & Wagner. Nays: None.
  
  - C. Window Replacement Project: The board asked Ms. Dienes to create a spreadsheet that will compare the proposals for the project. They will also decide if all the windows will be replaced or just the damaged ones.
  
- XIII. New business:
  - A. Trustee workshop-May 14, 2016: The Crete Library will host the trustee workshop. Trustees will need to let Ms. Dienes know if they can attend.
  
  - B. Park-A-Palooza-May 21, 2016: The annual Park-A-Palooza will be held in May and will focus on the children and summer activities.
  
  - C. Director Evaluation: The Executive Director provided samples of evaluations for the board to review. She will complete a self-evaluation.
  
  - D. Preliminary Budget Draft: The budget draft indicates the revenues will be similar to the previous year with the Per Capita Grant being the exception. The library may only receive half of what was expected. Some line items have been adjusted to reflect changes to the expenditures.
  
- XIV. Adjournment: Motion to adjourn at 9:14 p.m. by Wagner, second by Sizemore. Motion passed. Ayes: Boehner, Monks, Noble, Sizemore & Wagner. Nays: None.

Respectfully Submitted,  
Georgia Sizemore, Secretary