

**CRETE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
November 18, 2020  
6:30 p.m.**

**LEVY HEARING**

**MEETING AGENDA**

1. Call to order
2. Introduction of Guests/Visitors
3. Appointment of Applicant to fill vacant Library Board Seat (Action item)
4. Swearing in of Appointed Library Trustee
5. Appointment of new Trustee Vice-President
6. Approval of Minutes
  - Regular Board Meeting of October 21, 2020 (Action item)
  - Special Board Meeting November 7, 2020 (Action item)
7. Correspondence
8. Approval of Bills for Payment (Action item)
9. Financial Report for October 2020 (Action item)
10. Librarians' Reports
11. Building & Grounds
12. Public Comment
13. Community Outreach
14. Other Board Reports
  - A. Friends of the Crete Public Library
15. Old Business
  - A. Approval of 2020 Tax Levy Ordinance 20-04 in the amount of \$1,782,000.00 (Action item)

B. Per Capita Requirement Review (Information item)

16. New Business

A. In-Service Training Day Closure (Information/Action item)

B. Staff Appreciation (Information/Action item)

C. FY2019/20 Audit Draft (Action item)

17. Adjournment

CRETE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
MINUTES OF REGULAR MEETING  
November 18, 2020

- 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 & Van Zyl (6:37 p.m.) Absent: 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. Appointment of Applicant to fill Vacant Library Board Seat: Motion to appoint Suzanne Oliver to vacant library board seat by Boehner, second by Beil. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan & Monks. Trustee Williams will be appointed acting Vice-President.
- IV. Swearing in of Appointed Library Trustee: Ms. Oliver was unable to attend the meeting and will be sworn in at a later date.
- V. Appointment of new Trustee Vice-President: Ms. Williams will be acting Vice-President.
- VI. Approval of Minutes:
  - A. Regular Board meeting of October 21, 2020: Motion to approve minutes of regular board meeting of October 21, 2020 by Brennan, second by Boehner. Motion passed. Ayes: Beil, Boehner, Brennan, Monks & Van Zyl. Nays: None.
  - B. Special Board Meeting November 7, 2020: Motion to approve minutes of special board meeting of November 7, 2020 by Beil, second by Brennan. Motion passed. Ayes: Beil, Boehner, Brennan, Monks & Van Zyl. Nays: None.
- VII. Correspondence: There was no correspondence.
- VIII. Approval of Bills for Payment: There were three additional bills for payment. Partial payment to O'Neil & Gaspardo for audit work in the amount of \$5900.00. Payment to Klein, Thorpe & Jenkins for legal work in the amount of \$66.00. Payment to Elmer & Son Locksmith for door repair in the amount of \$641.50. Motion to pay all bills as presented by Boehner, second by Van Zyl. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Monks & Van Zyl. Nays: None.
- IX. Financial report for October 2020: Treasurer Van Zyl reported that nearly all the tax monies had been collected and expenses were less than expected for the year. Motion to approve Financial Report for October 2020 by Brennan, second by Beil. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Monks & Van Zyl. Nays: None.
- X. Librarian's Reports: The library has had several employees quit/retire due in part to Covid-19. Other staff have stepped in to cover hours and work load.
- XI. Building & Grounds: During the recent warm spell the library wasn't getting very cool. After a service call, Arctic Engineering determined that the condenser unit had a hole. The cost to find and repair the hole was expensive and since the unit is scheduled to be replaced in the spring, it was decided to not repair the unit.

- XII. Public Comment: There was no public comment.
- XIII. Community Outreach: The annual community showcase will be at the Crete Creative next month.
- XIV. Other Board Reports:
  - A. Friends of the Crete Public Library: The library recently re-opened the Friends book sale. Patrons can purchase items with an optional self-serve donation. They are still not accepting book donations.
- XV. Old Business:
  - A. Approval of 2020 Tax Levy Ordinance 20-04 in the amount of \$1,782,000.00: Motion to approve 2020 Tax Levy Ordinance 20-04 in the amount of \$1,782,000.00 by Brennan, second by Van Zyl. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Monks & Van Zyl. Nays: None.
  - B. Per Capita Requirement Review: The board reviewed the required chapters. They will finish the reading for the January meeting.
- XVI. New Business:
  - A. In-service Training Day Closure: The library had planned to close all day for the annual multi library in-service but there is not enough room for all staff to attend. Also since Covid cases are rising the safe option is to return to curbside service only.
  - B. Staff Appreciation: The board wished to show their appreciation by giving the staff holiday bonus of \$50.00. Motion to approve staff appreciation gift by Van Zyl, second by Brennan. Motion passed. Ayes: Beil, Boehner, Brennan, Monks & Van Zyl. Nays: None.
  - C. FY2019/20 Audit Draft: The draft of the annual audit is complete and needs to be approved. Motion to approve FY2019/20 Audit Draft by Beil, second by Boehner. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Monks & Van Zyl. Nays: None.
- XVII. Adjournment: Motion to adjourn at 7:12 p.m. by Boehner, second by Beil. Motion passed. Ayes: Beil, Boehner, Brennan, Monks & Van Zyl. Nays: None.

Respectfully Submitted,  
Judy Boehner, Secretary