

**CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
January 20, 2021
6:30 p.m.**

MEETING AGENDA

1. Call to order
2. Introduction of Guests/Visitors
3. Approval of Minutes
 - Levy Hearing, November 18, 2020 (Action item)
 - Regular Board Meeting, November 18, 2020 (Action item)
4. Correspondence
5. Approval of Bills for Payment (Action item)
6. Financial Report for December 2020 (Action item)
7. Building & Grounds
8. Librarians' Reports
9. Public Comment
10. Community Outreach
11. Other Board Reports
 - A. Friends of the Crete Public Library
12. Old Business
 - A. Per Capita Grant Requirement Review (Information item)
13. New Business
 - A. Review of 2020 Closed Meeting Minutes for June-December 2020 (ILCS 120/2.06d) (Information/Action item)
 - B. Premium Only Plan (POP) Amendment Resolution 21-01 (Action item)
 - C. Extension of EFMLA through March 31, 2021 (Action item)
 - D. Fine Free Memo (Information item)
14. Adjournment

CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
January 20, 2021

- 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, Oliver, Van Zyl, & Williams. Also in attendance, Executive Director Dienes & Admin Asst. Bonfiglio.
- II. **Introduction of Guests & Visitors:** There were no guests or visitors.
- III. **Approval of Minutes:**
 - A. **Levy Hearing November 18, 2020:** Motion to approve minutes from November 18, 2020 Levy Hearing by Boehner, second by Brennan. Motion passed. Ayes: Beil, Boehner, Brennan, Monks, Oliver, Van Zyl & Williams. Nays: None.
 - B. **Regular Board Meeting, November 18, 2020:** Trustee Beil requested a change in the wording in section XIV. Other Board Reports: It should read "Patrons can purchase items with an optional self-serve donation. They are still not accepting book donations" Motion to approve regular minutes of November 18, 2020 with corrections by Williams, second by Oliver. Motion passed. Ayes: Beil, Boehner, Brennan, Monks, Oliver, Van Zyl & Williams. Nays: None.
- IV. **Correspondence:** Thank You cards from staff.
- V. **Approval of Bills for Payment:** Ms. Monks asked about the payment to SWAN. Ms. Dienes explained that it was for the electronic card catalogue that is shared by the libraries. Motion to approve bills for payment by Beil, second by Brennan. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Monks, Oliver, Van Zyl & Williams. Nays: None.
- VI. **Financial Report for December 2020:** Treasurer Van Zyl reviewed the income & expenses at the budget's half way point. Overall expenses are less than 50%. Motion to approve Financial Report for December 2020 by Boehner, second by Brennan. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Monks, Oliver, Van Zyl & Williams. Nays: None.
- VII. **Building & Grounds:** F.E Moran and Johnson Controls are completing their preliminary work for the upcoming condensing unit replacement project. The library experienced some issues with the lift station in the pit. The pit needed to be pumped out 3 times. The problem appeared to be a faulty control panel. The company hired to fix the issue was able to install a temporary fix and has a new part on order. The annual boiler inspection revealed a bad valve. This has been fixed. Lastly, the library has had some problems with the alarm due to a faulty air duct sensor. This has been replaced.
- VIII. **Librarian's Reports:** The board discussed the possibility of re-opening with limited services similar to what was offered during the summer. With the high number of cases and the spread of the new variant of the virus, the board decided to keep services as is. If the situation changes they will review the new information and make decisions based on the information. Trustee

Van Zyl brought in some of the projects that her family has enjoyed from the kits that the Children's Department has put together. She commended the department on their attention to detail in assembling the kits.

- IX. Public Comment: There was no public comment.
- X. Community Outreach: Trustee Brennan shared the details on the new exhibit at Crete Creative.
- XI. Other Board Reports:
 - A. Friends of the Crete Public Library: The Friends gave the staff gift cards from local businesses. The annual dues for 2021 has been suspended due to the pandemic but monetary donations will be accepted.
- XII. Old Business:
 - A. Per Capita Grant Requirement Review: The board discussed the required reading for the Per Capita Grant. Ms. Dienes will work on the grant application.
- XIII. New Business:
 - A. Review of Closed Minutes for June - December 2020 (ILCS 120/2.06d): The closed session minutes for June - December 2020 were for the annual evaluation of the Executive Director. Motion to keep the closed session minutes closed by Boehner, second by Oliver. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Monks, Oliver, Van Zyl & Williams. Nays: None.
 - B. Premium Only Plan (POP) Amendment Resolution 21-01: Motion to approve Premium Only Plan (POP) Amendment Resolution 12-01 by Van Zyl, second by Brennan. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Monks, Oliver, Van Zyl & Williams. Nays: None.
 - C. Extension of EFLMA through March 31, 2021: The federal government did not include the EFMLA when it extended FFRCA in late December 2020. Employers have the option to extend EFMLA. Motion to extend EFMLA through March 31, 2021 by Williams, second by Van Zyl. Motion passed voice vote. Ayes: Beil, Boehner, Brennan, Monks, Oliver, Van Zyl & Williams. Nays: None.
 - D. Fine Free Memo: The board discussed the pros & cons of not charging patrons fines for items that are returned late. The board will vote on this next month.
- XIV. Adjournment: Motion to adjourn at 7:35 p.m. by Van Zyl, second by Boehner. Motion passed. Ayes: Beil, Boehner, Brennan, Monks, Oliver, Van Zyl & Williams. Nays: None.

Respectfully Submitted,
Judy Boehner, Secretary