

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

June 16, 2021

6:30 p.m.

MEETING AGENDA

1. Call to order
2. Introduction of Guests/Visitors
3. Approval of Minutes of May 19, 2021 Board Meeting (Action item)
4. Correspondence
5. Approval of Bills for Payment (Action item)
6. Financial Report for May 2021 (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. Director's Evaluation (Action 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(c) (1)
14. New Business
 - A. FY 2021-22 Ordinance 21-02 Authorizing Public Library Non-Resident Cards (Action item)
 - B. FY 2021-22 Ordinance 21-03 Board of Trustees Meetings Dates and Times (Action item)
 - C. Approval of Closing the Library July 3, 2021 for the Floating Holiday (Information/Action item)
15. Adjournment

CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING
JUNE 16, 2021

- I. Call to Order: Meeting called to order by President Van Zyl at 6:31 p.m. Those in attendance: President Van Zyl, trustees: Beil, Boehner, Monks, Oliver & Williams. Absent: Brennan. Also in attendance: Executive Director Dienes, Asst. Director Amschl & Admin. Asst. Bonfiglio. Motion to amend the agenda to include building audit proposal from JMA Architects under new business by Monks, second by Boehner. Motion passed. Ayes: Beil, Boehner, Monks, Oliver, Van Zyl & Williams. Nays: None.
- II. Introduction of guests/visitors: There were no guests or visitors.
- III. Approval of Minutes of May 19, 2021 Board Meeting: Motion to approve minutes of regular board meeting of May 19, 2021 by Boehner, second by Williams. Motion passed. Ayes: Beil, Boehner, Monks, Oliver, Van Zyl & Williams. Nays: None.
- IV. Correspondence: The board discussed a letter that was sent from a patron concerning a display in the library. A letter was drafted in response.
- V. Approval of Bills for Payment: Motion to approve all bills for payment by Boehner, second by Monks. Motion passed on voice vote. Ayes: Beil, Boehner, Monks, Oliver, Van Zyl & Williams. Nays: None.
- VI. Financial Report for May 2021: Treasurer Beil reported that the fiscal year was nearly over and the library received 99% of the expected income and expenses were at only 80%. Motion to approve Financial Report for May 2021 by Oliver, second by Williams. Motion passed on voice vote. Ayes: Beil, Boehner, Monks, Oliver, Van Zyl & Williams. Nays: None.
- VII. Building & Grounds: Proposals were received by JMA Architects and JPT Lawn Care. They will be discussed later in the meeting.
- VIII. Librarian's Report: Two long time employees have retired and one part-time staff member was added. Police notified the library that a check was stolen & cashed from the library's account. That bank account has been closed and another account has been opened.
- IX. Public Comment: There was no public comment.
- X. Community Outreach: The annual garden walk will take place next week. Also the farmer's market continues to be held every first & third Wednesday of the month.
- XI. Other Board Reports:
 - A. Friends of the Crete Public Library: The Friends gave the staff a keychain and provided candy for the staff lounge.

- XII. Old Business:
- A. Approval of JTP Lawn Care Proposal for Landscaping North & West Library Grounds: The proposal calls for several trees to be replaced and ground cover to be added. Motion to accept JTP Lawn Care proposal for Landscaping North & West Library Grounds by Williams, second by Boehner. Motion passed. Ayes: Beil, Boehner, Monks, Oliver, Van Zyl & Williams. Nays: None.
 - B. Director's Evaluation: Motion to go into closed session at 7:02 p.m. by Monks, second by Beil. Motion passed. Ayes: Beil, Boehner, Monks, Oliver, Van Zyl & Williams. Nays: None.
- XIII. 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(c) (1): The board returned to regular session at 7:38 p.m. Motion to approve a 3% raise for the Executive Director by Boehner, second by Williams. Motion passed on voice vote. Ayes: Beil, Boehner, Monks, Oliver, Van Zyl & Williams. Nays: None.
- XIV. New Business:
- A. FY2021-22 Ordinance 21-02 Authorizing Public Library Non-Resident Cards: The library will provide library cards to non-residents following the RAILS guidelines & prices. Motion to approve FY2021-22 Ordinance 21-02 Authorizing Public Library Non-Resident Cards by Monks, second by Oliver. Motion passed. Ayes: Beil, Boehner, Monks, Oliver, Van Zyl & Williams. Nays: None.
 - B. FY 2021-22 Ordinance 21-03 Board of Trustees Meeting Dates & Times: The board will meet the third Wednesday of each month (except December) at 6:30 p.m. Motion to approve FY2021-22 Ordinance 21-03 Board of Trustees Meeting Dates & Times by Monks, second by Boehner. Motion passed. Ayes: Beil, Boehner, Monks, Oliver, Van Zyl & Williams. Nays: None.
 - C. Approval of Closing the Library July 3, 2021 for the Floating Holiday: Motion to approve Closing the Library on July 3, 2021 for the Floating Holiday by Monks, second by Beil. Motion passed. Ayes: Beil, Boehner, Monks, Oliver, Van Zyl & Williams. Nays: None.
 - D. Approval of Proposal for JMA Architects' Facility Assessment/Capital Replacement Audit: JMA will update prices and scope of work needed for the building audit, not to exceed \$6800.00. Motion to approve Proposal for JMA Architects' Facility Assessment/Capital Replacement Audit by Boehner, second by Williams. Motion passed on voice vote. Ayes: Beil, Boehner, Monks, Oliver, Van Zyl & Williams. Nays: None.
- XV. Adjournment: Motion to adjourn at 7:49 p.m. by Beil, second by Oliver. Motion passed. Ayes: Beil, Boehner, Monks, Oliver, Van Zyl & Williams. Nays: None.

Respectfully Submitted,
Judy Boehner, Secretary