

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

September 15, 2021

6:30 p.m.

MEETING AGENDA

1. Call to order
2. Introduction of Guests/Visitors
3. Presentation by Jim Deiters, Deiters & Todd Library Consulting
4. Approval of Minutes of August 18, 2021 Regular Board Meeting (Action item)
5. Correspondence
6. Approval of Bills for Payment (Action item)
7. Financial Report for August 2021 (Action item)
8. Building & Grounds
9. Librarians' Reports
10. Public Comment
11. Community Outreach
12. Other Board Reports
 - A. Friends of the Crete Public Library
13. Old Business
 - A. Director Search Discussion (Information item)
 - B. Extension of FFCRA Benefits (Action item)
14. New Business
 - A. Approval of Letter of Agreement for Deiters & Todd Consulting (Information/Action item)
 - B. FY 2021 Levy Process (Information item)
 - C. Review of Current Reference Policy (Information item)
15. Adjournment

CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
SEPTEMBER 15, 2021

- I. Call to Order: Meeting called to order by President Van Zyl at 6:30 p.m. Those in attendance President Van Zyl, trustees: Beil, Boehner, Brennan, Monks, Oliver & Williams. Also in attendance: Executive Director Dienes, Asst. Director Amschl & Admin. Asst. Bonfiglio.
- II. Introduction of Guests/Visitors: James Deiters & Alex Todd from Deiters & Todd were guests of the meeting via Zoom.
- III. Presentation by Jim Deiters & Alex Todd, Deiters & Todd Library Consulting: Deiters & Todd Library Consulting reviewed their process for conducting an Executive Director search. An approximate timeline was presented. The trustees asked about interviews and the search range for any candidates.
- IV. Approval of Minutes:
 - A. August 18, 2021 Regular Board Meeting: Motion to approve minutes of August 18, 2021 regular board meeting by Monks, second by Williams. Motion passed. Ayes: Beil, Boehner, Brennan, Monks, Oliver & Williams. Nays: None.
- V. Correspondence: There was no correspondence.
- VI. Approval of Bills for Payment: An additional bill for All Right Sign in the amount of \$527.66 for 3 accessible parking signs & installation. Motion to approve all bills as presented by Oliver, second by Monks. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Monks, Oliver & Williams. Nays: None.
- VII. Financial Report for August 2021: Treasurer Beil reported that 2 months into the new fiscal year, expenses are just under 16%. Motion to approve Financial Report for August 2021 by Oliver, second by Brennan. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Monks, Oliver & Williams. Nays: None.
- VIII. Building & Grounds: Ms. Dienes reported that the outside drainage project was completed and everything looks good. The outdoor spigot is still not quite right and if the current repair fails it may need to be rebuilt.
- IX. Librarian's Reports: There was nothing to add.
- X. Public Comment: There was no public comment.
- XI. Community Outreach: Crete Creative plans to have local artists display their work during December.

- XII. Other Board Reports:
 - A. Friends of the Crete Public Library: The Friends had planned to meet in September but will postpone their meeting until October.
- XIII. Old Business:
 - A. Director Search Discussion: The board discussed the presentation by Deiters & Todd Library Consulting.
 - B. Extension of FFCRA Benefits: Motion to extend FFCRA benefits until December 31, 2021 by Boehner, second by Beil. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Monks, Oliver & Williams. Nays: None.
- XIV. New Business:
 - A. Approval of Letter of Agreement for Deiters & Todd Consulting: Motion to approve Letter of Agreement for Deiters & Todd Consulting by Monks, second by Williams. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Monks, Oliver & Williams. Nays: None.
 - B. FY2021 Levy Process: The board discussed the levy process and Ms. Dienes stated that the Levy Ordinance hearing will be held in November.
 - C. Review of Current Reference Policy: The format of the reference policy needs to be updated to follow the format of other library policies. There will also be some slight changes to the policy. A draft of the new policy will be available next month.
- XV. Adjournment: Motion to adjourn at 7:48 p.m. by Oliver, second by Brennan. Motion passed. Ayes: Beil, Boehner, Brennan, Monks, Oliver & Williams. Nays: None.

Respectfully Submitted,
Judi Boehner, Secretary