

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

October 20, 2021

6:30 p.m.

MEETING AGENDA

1. Call to order
2. Introduction of Guests/Visitors
3. Approval of Minutes
 - A. September 15, 2021 Regular Board Meeting (Action item)
 - B. October 6, 2021 Special Board Meeting (Action item)
4. Correspondence
5. Approval of Bills for Payment (Action item)
6. Financial Report for September 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. Approval of FY2021 Levy Ordinance Draft (Action item)
 - B. Approval of Revised Reference Policy (Action item)
 - C. Facilities Evaluation and Capital Replacement Plan Review (Information item)
13. New Business
 - A. Board Permission to Close on Friday, December 3, 2021 for a Staff Training Day (Information/Action item)
 - B. Health Insurance Information for 2022 (Information/Action item)
 - C. Per Capita Requirement for Board Members (Information item)
 - D. Approval of Intergovernmental Agreement with Illinois Libraries Present (Information/Action item)
14. Executive 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)
15. Adjournment

CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
October 20, 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: There were no guests or visitors.
- III. Approval of Minutes:
 - A. September 15, 2021 Regular Board Meeting: Motion to approve minutes of regular board meeting of September 15, 2021 by Boehner, second by Monks. Motion passed. Ayes: Beil, Boehner, Brennan, Monks, Oliver & Williams. Nays: None.
 - B. October 6, 2021 Special Board Meeting: Motion to approve minutes of special board meeting of October 6, 2021 by Williams, second by Beil. Motion passed. Ayes: Beil, Boehner, Brennan, Monks, Oliver & Williams. Nays: None.
- IV. Correspondence: Thank You note with donation from Adela Hernandez in memory of James Hernandez.
- V. Approval of Bills for Payment: Motion to approve bills for payment by Boehner, second by Williams. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Monks, Oliver & Williams. Nays: None.
- VI. Financial Report for September 2021: Treasurer Beil reported that with the first quarter of the fiscal year completed, expenses are below budget at 21%. Tax money has been slightly delayed due to the pandemic. Motion to approve financial report for September 2021 by Oliver, second by Monks. Motion passed on voice vote. Beil, Boehner, Brennan, Monks, Oliver & Williams. Nays: None.
- VII. Building & Grounds: Several of the outside metal doors are rusting and will need to be replaced. The new drainage in the back of the building is causing some erosion and can be fixed with simple large rocks.
- VIII. Librarian's Report: There was nothing to add.
- IX. Public Comment: There was no public comment.
- X. Community Outreach: The library has started a little free library at the local laundry.
- XI. Other Board Reports:
 - A. Friends of the Crete Public Library: The Friends group will start selling book bundles in November. They will also pay for some AccuCut dies for the Youth Services department.

XII. Old Business:

- A. Approval of FY2021 Levy Ordinance Draft: A notice will be placed in the local paper as well as on the library website. The board will vote on the levy next month. Motion to approve FY2021 Levy Ordinance Draft by Monks, second by Beil. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Monks, Oliver & Williams. Nays: None.
- B. Approval of Revised Reference Policy: Motion to approve Revised Reference Policy by Monks, second by Beil. Motion passed. Ayes: Beil, Boehner, Brennan, Monks, Oliver & Williams. Nays: None.
- C. Facilities Evaluation and Capital Replacement Plan Review: The capital replacement plan outlines the life expectancy of the various components of the building. There are a few areas that need more immediate attention.

XIII. New Business:

- A. Board Permission to Close on Friday, December 3, 2021 for Staff Training Day: Motion to approve closing on December 3, 2021 for annual staff training by Monks, second by Boehner. Motion passed. Ayes: Beil, Boehner, Brennan, Monks, Oliver & Williams. Nays: None.
 - B. Health Insurance Information for 2022: In the past the board has agreed to have the library pay for the least expensive health insurance option, which once again is the HSA insurance. Motion to provide the HSA health insurance option at no charge to eligible staff by Monks, second by Brennan. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Monks, Oliver & Williams. Nays: None.
 - C. Per Capita Requirement for Board Members: The board must review Serving Our Public for the November meeting.
 - D. Approval of Intergovernmental Agreement with Illinois Libraries Present: This provides the library a chance to offer virtual programs for a low cost. Motion to approve Intergovernmental Agreement with Illinois Libraries Present by Boehner, second by Oliver. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Monks, Oliver & Williams. Nays: None.
- XIV. Executive 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 did not go into executive session. They reviewed the job posting for the Executive Director position.
- XV. Adjournment: Motion to adjourn at 7:16 p.m. by Brennan, second by Monks. Motion passed. Ayes: Beil, Boehner, Brennan, Monks, Oliver & Williams. Nays: None.

Respectfully Submitted,
Judi Boehner, Secretary