



# CRETE PUBLIC LIBRARY DISTRICT

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1177 N. Main St. | Crete, IL 60417 | 708.672.8017

## BOARD OF TRUSTEES MEETING

October 19<sup>th</sup>, 2022 – 6:30 P.M.

### MEETING AGENDA

1. **CALL TO ORDER**
2. **INTRODUCTION OF GUESTS**
3. **APPROVAL OF MINUTES**
  - a. Regular Board Meeting – September 21<sup>st</sup>, 2022
4. **CORRESPONDENCE**
5. **FINANCE**
  - a. Approval of bills for payment (action item)
  - b. Approval of Finance Report (action item)
6. **BUILDING AND GROUNDS REPORT**
7. **REPORTS**
  - a. Staff reports
  - b. Community outreach report
  - c. Friends of the Crete Public Library report
8. **OLD BUSINESS**
  - a. Roofing project update
  - b. Teacher card update
9. **NEW BUSINESS**
  - a. Approval of contract with meeting room AV updates and repairs in the not to exceed amount of \$11,100 (action item)
  - b. Approval of contract to Engineering Solutions Team in the amount of \$12,000 for outdoor community garden and programming pavilion concept development (action item)
  - c. Approval of the FY2022 draft levy ordinance (action item)
  - d. Director evaluation forms and next steps
  - e. Vehicle sticker renewal program
10. **CLOSED SESSION**

For the purpose of appointment, employment, compensation, discipline, performance or dismissal of specific personnel (5 ILCS 120/2c1).
11. **ADJOURNMENT**

To Wednesday, November 16<sup>th</sup>, 2022 at 6:30pm for regularly scheduled meeting.



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## **CRETE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MINUTES OF REGULAR MEETING OCTOBER 19, 2022**

- 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 & Williams. Absent: Oliver. Also in attendance: Executive Director Sieffert & Business Manager Bonfiglio.
- II. Introduction of Guests: There were no guests.
- III. Approval of Minutes:
  - A. Regular Board Meeting – September 21, 2022: Motion to approve minutes of regular board meeting-September 21, 2022 by Brennan, second by Boehner. Motion passed. Ayes: Beil, Boehner, Brennan, Monks & Williams. Nays: None.
- IV. Correspondence: Letter from Alex Todd congratulating Director Sieffert on his presentation at the Springfield conference.
- V. Finance:
  - A. Approval of Bills for Payment: Trustee Boehner asked about the payment to Meristem Advisors. It is a quarterly fee for assistance with the levy and other matters of finance. Motion to approve all bills for payment by Boehner, second by Monks. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Monks & Williams. Nays: None.
  - B. Approval of Finance Report: Treasurer Beil stated that the library is in good shape with most of the income tax deposited and expenses are on track. Motion to approve Finance Report by Monks, second by Williams. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Monks & Williams. Nays: None.
- VI. Building & Grounds Report: Tuck pointing should be finished soon and then the painting can be completed. The library is waiting for the parts for the lift station.
- VII. Reports:
  - A. Staff Reports: There was nothing to add.
  - B. Community Outreach Report: Crete Creative will have a Halloween display. The Coffee Connection will celebrate 20 years this year.

- C. Friends of the Crete Public Library: The Friends will meet at the end of the month. In early November they will work on book bundles to sell.

VIII. Old Business:

- A. Roofing Project Update: The work is slated to begin November 7<sup>th</sup>.
- B. Teacher Card Update: The library will not require an intergovernmental agreement to offer library cards to area teachers. Teachers would just need to show proof that they work in the district.

IX. New Business:

- A. Approval of Contract with Meeting Room A-V updates and repairs in the not to exceed amount of \$11,100.00: The A-V system needs to be updated and made easier to use. Motion to upgrade A-V system not to exceed \$11,100.00 by Brennan, second by Williams. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Monks & Williams. Nays: None.
- B. Approval of contract to Engineering Solutions Team in the amount of \$12,000.00 for outdoor community garden and programming pavilion concept development: Engineering Solutions will provide drawings that can be used for the bid process. Motion to approve contract to Engineering Solutions Team in the amount of \$12,000.00 for outdoor community garden and programming pavilion concept development by Brennan, second by Boehner. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Monks & Williams. Nays: None.
- C. Approval of the FY2022 draft levy ordinance: Motion to approve FY2022 draft levy ordinance by Brennan, second by Boehner. Motion passed on voice vote. Ayes: Beil, Boehner, Brennan, Monks & Williams. Nays: None.
- D. Director evaluation forms and next steps: Director Sieffert will send copies of the current evaluation form to the trustees. At the January meeting the trustees can review the suggestions for a new evaluation form.
- E. Vehicle sticker renewal program: The library is looking into offering vehicle sticker renewal services for the public. The library would receive a portion of the transaction fee.

X. Closed Session:

For the purpose of appointment, employment, compensation, discipline, performance or dismissal of specific personnel (5 ILCS 120/2c1): The board did not go into closed session.

XI. Adjournment:

To Wednesday, November 16, 2022 at 6:30 p.m. for regularly scheduled meeting. Meeting adjourned at 7:42 p.m.

Respectfully Submitted,  
Judi Boehner, Secretary