



BOARD OF TRUSTEES MEETING

March 15th, 2023

6:30 P.M.

MEETING AGENDA

1. CALL TO ORDER

2. INTRODUCTION OF GUESTS

3. APPROVAL OF MINUTES

- a. Regular Board Meeting - February 15th, 2023

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. Statistics
- c. Community outreach report
- d. Friends of the Crete Public Library report

8. OLD BUSINESS

- a. Director's evaluation timeline and committee
- b. Revision of Director evaluation forms (action item)
- c. Review of drawings for outdoor programming pavilion and community garden

9. NEW BUSINESS

- a. Formation of decennial committee as required by Local Government Efficiency Act
- b. Approval of transitioning traditional money market account at Old Plank Trail to new MaxSafe account (action item)
- c. Updated bereavement leave policy (action item)
- d. LACONI Trustee Banquet – 19th Century Club, Oak Park, Friday, May 19th, 6-11pm
- e. Annual ATLAS Trustee Workshop, Alsip, Saturday, May 20th, TBD

10. CLOSED SESSION

For the purpose of appointment, employment, compensation, discipline, performance or dismissal of specific personnel or pending or probably litigation against, affecting or on behalf of the public body (5 ILCS 120/2c1).

11. ADJOURNMENT

To April 19th at 6:30 P.M. for regularly scheduled meeting



CRETE PUBLIC LIBRARY DISTRICT

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

CRETE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MINUTES OF REGULAR MEETING MARCH 15, 2023

- I. Call to Order: Meeting called to order at 6:30 p.m. by President Van Zyl. Those in attendance: President Van Zyl, trustees: Beil, Boehner, Monks, Oliver & Williams. Absent: Brennan. Also in attendance: Executive Director Sieffert, Asst. Director Amschl & Business Mgr. Bonfiglio.
- II. Introduction of Guests: There were no guests.
- III. Approval of Minutes:
 - A. Regular Board Meeting – February 15, 2023: Motion to approve minutes of Regular Board Meeting – February 15, 2023 by Boehner, second by Oliver. Motion passed. Ayes: Beil, Boehner, Monks, Oliver & Williams. Nays: None.
- IV. Correspondence: There was no correspondence.
- V. Finance:
 - A. Approval of Bills for Payment: Motion to approve all bills as presented by Monks, second by Williams. Motion passed on voice vote. Ayes: Beil, Boehner, Monks, Oliver & Williams. Nays: None.
 - B. Approval of Finance Report: Motion to approve Finance Report by Boehner, second by Oliver. Motion passed on voice vote. Ayes: Beil, Boehner, Monks, Oliver & Williams. Nays: None.
- VI. Building & Grounds Report: Director Sieffert will follow up on the progress of the units for the lift stations.
- VII. Reports:
 - A. Staff Reports: There was nothing to report.
 - B. Statistics: The library statistics have almost returned to pre-covid levels.
 - C. Community Outreach: Progress on the Crete Historical Society location continues. It will be several years before it will be complete.

- D. Friends of the Crete Public Library: The annual membership drive is going well. Once again the Friends will pay for the Battle of the Books t-shirts as well as staff gift cards for National Library Week.

VIII. Old Business:

- A. Director's Evaluation Timeline and Committee: Director Sieffert will provide a self- evaluation to the board and the trustees will fill out an evaluation as well. The committee, trustees Van Zyl & Williams, will then gather the evaluations and compile the information for the board.
- B. Revision of Director Evaluation Forms: Motion to approve the revised Director Evaluation form by Beil, second by Williams. Motion passed. Ayes: Beil, Bohner, Monks, Oliver & Williams. Nays: None.
- C. Review of Drawings for Outdoor Programming Pavilion and Community Garden: The board asked some questions about water access, shed location and fencing. After reviewing the plans, the drawings are now ready to go out to bid.

IX. New Business:

- A. Formation of Decennial Committee as Required by Local Government Efficiency Act: Trustees Oliver & Williams will be on the committee. The committee will meet next month.
- B. Approval of Transitioning Traditional Money Market Account at Old Plank Trail to New MaxSafe Account: Motion to transition from traditional money market account at Old Plank Trail to new MaxSafe account by Beil, second by Monks. Motion passed on voice vote. Ayes: Beil, Bohner, Monks, Oliver & Williams. Nays: None.
- C. Updated Bereavement leave Policy: The new leave policy will be in line with the new Illinois mandated bereavement policy. Motion to update bereavement leave policy by Oliver, second by Bohner. Motion passed. Ayes: Beil, Bohner, Monks, Oliver & Williams. Nays: None.
- D. LACONI Trustee Banquet – 19th Century Club, Oak Park, Friday May 19th, 6-9 pm: Any trustee that is interested will need to let the Director know.
- E. Annual ATLAS Trustee Workshop, Alsip, Saturday, May 20, TBD: Any trustee that is interested will need to let the Director know.

X. Closed Session:

For the purpose of appointment, employment, compensation, discipline, performance or dismissal of specific personnel or pending or probably litigation against, affecting or on behalf of the public body (5 ILCS 120/2c1): There was no closed session.

XI. Adjournment: To April 19, 2023 at 6:30 p.m. for regularly scheduled meeting.
The meeting adjourned at 7:15 p.m.

Respectfully Submitted,
Judi Bohner, Secretary