



CRETE PUBLIC LIBRARY DISTRICT

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

BOARD OF TRUSTEES MEETING

November 15th, 2023 - 6:00 P.M.

DECENNIAL COMMITTEE MEETING AGENDA

1. **CALL TO ORDER**
2. **INTRODUCTION OF GUESTS**
3. **HEARING OF DELEGATIONS**
4. **APPROVAL OF MINUTES**
 - a. Special Committee Meeting - June 6th, 2022
5. **NEW BUSINESS**
 - a. Review committee draft report
6. **OLD BUSINESS**
 - a. Required duties of the Decennial Committee
 - b. Future Decennial Committee meetings
7. **ADJOURNMENT**

BOARD OF TRUSTEES MEETING

November 15th, 2023 - 6:30 P.M.

PUBLIC HEARING AND MEETING AGENDA

1. **PUBLIC HEARING**
 - a. Open public hearing pursuant to the Truth in Taxation Law
 - b. Certification of public notices:
 - i. Board approved Tentative Budget and Appropriation (6/21/23)
 - ii. Publication of 30-day notice of public inspection (6/22/23)
 - in. Board enacted (7/26/23) and published (8/3/23) Budget Appropriation Ordinance
 - iv. Publication of Black Border Notice in The Vedette (11/2/23)
 - c. Presentation of Tax Levy Ordinance No. 22-04
 - d. Hearing of Delegations
 - e. Close public hearing
2. **CALL REGULAR MEETING TO ORDER**
3. **INTRODUCTION OF GUESTS**

4. PRESENTATION OF FY2022-23 DRAFT AUDIT REPORT BY O'NEILL & GASPARDO

5. APPROVAL OF MINUTES

- a. Regular Board Meeting - October 18th, 2023

6. CORRESPONDENCE

7. FINANCE

- a. Approval of bills for payment (action item)
- b. Approval of Finance Report (action item)

8. BUILDING AND GROUNDS REPORT

9. REPORTS

- a. Staff reports
- b. Community outreach report
- c. Friends of the Crete Public Library report

10. OLD BUSINESS

- a. Approval of Tax Levy Ordinance 23-04 (action item)
- b. Outdoor pavilion and community garden update

11. NEW BUSINESS

- a. Approval of annual holiday bonus in the amount of \$125 per employee (action item)
- b. Approval of FY 2022-2023 draft audit report (action item)

12. CLOSED SESSION

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

13. ADJOURNMENT

To Wednesday, January 17th, 2023 at 6:30pm for regularly scheduled meeting.



CRETE PUBLIC LIBRARY DISTRICT

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**CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES OF PUBLIC HEARING & REGULAR MEETING
November 15, 2023**

- I. PUBLIC HEARING
 - A. Open public hearing pursuant to the Truth in Taxation Law: Public hearing called to order by President Van Zyl at 6:30 p.m. Those in attendance: President Van Zyl, trustees: Boehner, Brennan, McKethen, Monks, Oliver & Williams. Also in attendance: Executive Director Sieffert, Asst Director Amschl and Business Manager Bonfiglio.
 - B. Certification of public notices:
 - i. Board approved Tentative Budget and Appropriation (6/21/23)
 - ii. Publication of 30-day notice of public inspection (6/22/23)
 - iii. Board enacted (7/26/23) and published (8/3/23) Budget and Appropriation Ordinance
 - C. Publication of Black Border notice in the Vedette (11/2/23) Presentation of Tax Levy Ordinance No. 23-04: Board presented Tax Levy Ordinance No.23-04.
 - D. Hearing of Delegations: There were no delegations.
 - E. Close public hearing: Motion to close public hearing at 6:33 p.m. by Boehner, second by Oliver. Motion passed. Ayes: Boehner, Brennan, McKethen, Monks, Oliver & Williams. Nays: None.
- II. Call Regular Meeting to Order: Regular meeting called to order by President Van Zyl at 6:34 p.m. Those in attendance: President Van Zyl, trustees: Boehner, Brennan, McKethen, Monks, Oliver & Williams. Also in attendance: Executive Director Sieffert, Asst Director Amschl and Business Manager Bonfiglio.
- III. Introduction of Guests: Brett Moeller from auditing firm O'Neill & Gaspardo.
- IV. Presentation of FY2022-23 Draft Audit Report by O'Neill & Gaspardo: Mr. Moeller discussed the audit findings with the board. There were no material errors and the library is in good financial condition.

- V. Approval of Minutes:
 - A. Regular Board Meeting – October 18, 2023: Motion to approve minutes of regular board meeting of October 18, 2023 by Boehner, second by Oliver. Motion passed. Ayes: Boehner, Brennan, McKethen, Monks, Oliver & Williams. Nays: None.

- VI. Correspondence: There was no correspondence.

- VII. Finance:
 - A. Approval of Bills for Payment: Motion to approve bills for payment by McKethen, second by Monks. Motion passed on voice vote. Ayes: Boehner, Brennan, McKethen, Monks, Oliver & Williams. Nays: None.
 - B. Approval of Finance Report: Motion to approve Finance Report by Oliver, second by McKethen. Motion passed on voice vote. Ayes: Boehner, Brennan, McKethen, Monks, Oliver & Williams. Nays: None.

- VIII. Building & Grounds Report: Part of the backflow assembly will need to be replaced. Some of the valves in the HVAC system have been sticking causing some of the rooms to be cold. Arctic Engineering has been working on the issue.

- IX. Reports:
 - A. Staff Reports: Youth Services reports will be included in the January board report.
 - B. Community Outreach Report: The Crete Historical Society will have their meetings at the Township Hall for the next few months. Trustee McKethen spoke at a Peach Flag meeting for the parents of LGBTQ+ children. Trustee Brennan will speak about alternate uses for the land that has been proposed for an airport south of Crete.
 - C. Friends of the Crete Public Library: The Friends will once again sell decorated book bundles for the holidays.

- X. Old Business:
 - A. Approval of Tax Levy Ordinance No. 23-04: Motion to approve Tax Levy Ordinance No. 23-04 by Williams, second by Boehner. Motion passed on voice vote. Ayes: Boehner, Brennan, McKethen, Monks, Oliver & Williams. Nays: None.
 - B. Outdoor Pavilion and Community Garden update: The garden section is mostly complete. Sod has been laid. The timbers are in the process of being kiln dried and will be installed as soon as they are ready. The staff will work on policies and programs that will make the best use out of this new addition to the library.

XI. New Business:

- A. Approval of annual holiday bonus in the amount of \$125.00 per employee: Motion to approve annual holiday bonus in the amount of \$125.00 per employee by Monks, second by Boehner. Motion passed on voice vote. Ayes: Boehner, Brennan, McKethen, Monks, Oliver & Williams. Nays: None.
- B. Approval of FY2022-2023 draft audit report: Motion to approve FY2022-2023 draft audit report by Monks, second by McKethen. Motion passed on voice vote. Ayes: Boehner, Brennan, McKethen, Monks, Oliver & Williams. Nays: None.

XII. 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.

XIII. Adjournment:

To Wednesday, January 17, 2024 at 6:30 p.m. for regularly scheduled meeting. Motion to adjourn at 7:17 p.m. by Boehner, second by Oliver. Motion passed. Ayes: Boehner, Brennan, McKethen, Monks, Oliver & Williams. Nays: None.

Respectfully Submitted,
Suzanne Oliver, Secretary