



# CRETE PUBLIC LIBRARY DISTRICT

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

## **BOARD OF TRUSTEES MEETING**

**April 17<sup>th</sup>, 2024 – 6:30 P.M.**

### **MEETING AGENDA**

- 1. CALL TO ORDER**
- 2. INTRODUCTION OF GUESTS**
- 3. APPROVAL OF MINUTES**
  - a. Regular Board Meeting - March 20<sup>th</sup>, 2024
- 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. Heideman Pavilion & Community Garden Grand Opening – Friday, May 3<sup>rd</sup>, 2024, 3pm
  - b. Crete Creative discussion and potential legal agreement (action item)
- 9. NEW BUSINESS**
  - a. Review of Collection Development policy
  - b. Draft of 2024-2025 budget and revenue projections
  - c. Approval of 2024-2025 salary budget (action item)
- 10. CLOSED SESSION**

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

To May 15<sup>th</sup> at 6:30 P.M. for regularly scheduled meeting



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## CRETE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MINUTES OF REGULAR MEETING APRIL 17, 2024

- I. Call to Order: Meeting called to order at 6:30 p.m. by President Van Zyl. Those in attendance: President Van Zyl, trustees: Boehner, Brennan, Monks, Oliver & Williams. Absent: McKethen. Also in attendance: Executive Director Sieffert, Asst. Director Amschl & Bus. Mgr. Bonfiglio.
- II. Introduction of Guests: There were no guests.
- III. Approval of Minutes:
  - A. Regular Board Meeting – March 20, 2024: Motion to approve minutes of regular board meeting of March 20, 2024 by Boehner, second by Monks. Motion passed. Ayes: Boehner, Brennan, Monks, Oliver & Williams. Nays: None.
- IV. Correspondence: There was no correspondence.
- V. Finance:
  - A. Approval of Bills for Payment: There were two additional bills for payment. One in the amount of \$200.00 to Robert Poholik for entertainment at the grand opening of the Pavilion & Community Gardens. One for SWAN for quarterly service in the amount of \$7670.00. Motion to approve all bills as presented by Williams, second by Oliver. Motion passed on voice vote. Ayes: Boehner, Brennan, Monks, Oliver & Williams. Nays: None.
  - B. Approval of Finance Report: Treasurer Brennan reported that Income is higher than anticipated and expenses are in line for the fiscal year. Motion to approve finance report by Monks, second by Oliver. Motion passed on voice vote. Ayes: Boehner, Brennan, Monks, Oliver & Williams. Nays: None.
- VI. Building & Grounds Report: The elevator still needs a part; the certificate has been extended. The light poles outside were painted to match the new pavilion. Work continues on the retrofit for the Crete Creative Gallery.
- VII. Reports:
  - A. Staff reports: There was nothing to add.
  - B. Community Outreach report: The building for the Crete Historical Society is still being renovated. It will be several years until completion.
  - C. Friends of the Crete Public Library: The Friends book sale was a success and netted \$1450. They plan to continue sales in the future.
- VIII. Old Business:

- A. Heideman Pavilion & Community Garden Grand Opening – Friday, May 3, 2024, 3p.m. The gates to the garden are being powder coated and a videographer will be on hand to take video and drone pictures for the event.
  - B. Crete Creative discussion and potential legal agreement: The legal agreement will be tabled until next month. The first show is scheduled for a soft opening on May 25<sup>th</sup>.
- IX. New Business:
- A. Review of Collection Development Policy: Ms. Amschl presented a power point show on the collection development process. Why items are removed from the collection and what happens to them afterward.
  - B. Draft of 2024-2025 budget and revenue projections: The board discussed the draft and will vote on it next month.
  - C. Approval of 2024-2025 salary budget: Motion to approve 2024-2025 salary budget by Oliver, second by Boehner. Motion passed on voice vote. Ayes: Boehner, Brennan, Monks, Oliver & Williams. Nays: None.
- 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 May 15, 2024 at 6:30 p.m. for regularly scheduled meeting. Motion to adjourn at 7:35 p.m. by Williams, second by Oliver. Motion passed. Ayes: Boehner, Brennan, Monks, Oliver & Williams. Nays: None.

Respectfully Submitted,  
Suzanne Oliver, Secretary