



# CRETE PUBLIC LIBRARY DISTRICT

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

## **BOARD OF TRUSTEES MEETING**

**May 15<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 - April 19<sup>th</sup>, 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. Community outreach report
- c. Friends of the Crete Public Library report

**8. OLD BUSINESS**

- a. Approval of the 2024-2025 working budget (action item)
- b. Resolution 24-01: Licensing agreement with Crete Creative Gallery

**9. NEW BUSINESS**

- a. Resolution 24-02: Changing of IMRF Authorized Agent (action item)
- b. Approval of DRAFT Ordinance No. 24-03 – Ordinance Providing for Budget and Appropriations of Crete Public Library District, Will County, Illinois for the Fiscal Year Beginning July 1, 2024 and Ending June 30, 2025 (action item)
- c. 2023-2024 Director's Evaluation

**10. CLOSED SESSION**

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

**11. ADJOURNMENT**

To June 21<sup>st</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  
May 15, 2024**

**I. Call to Order:**

Meeting called to order by President Van Zyl at 6:31 p.m. Those in attendance: President Van Zyl, trustees: Boehner, Brennan, Monks, Oliver & Williams. Absent: McKethen. Also in attendance: Executive Director Sieffert, Asst. Director Amschl, Bus. Mgrs. Bonfiglio & VerHaar.

**II. Introduction of Guests:** There were no guests.

**III. Approval of Minutes:**

- A. Regular Board Meeting – April 19, 2024: Motion to approve minutes of regular meeting – April 19, 2024 by Boehner, second by Oliver. Motion passed. Ayes: Boehner, Brennan, Monks, Oliver & Williams. Nays: None.

**IV. Correspondence:**

Thank you card from G. Scott.

**V. Finance:**

- A. Approval of Bills for Payment: There was one additional bill in the amount of \$1503.00 to Dacav Graphics. Motion to approve all bills as presented by Boehner, second by Monks. Motion passed on voice vote. Ayes: Boehner, Brennan, Monks, Oliver & Williams. Nays: None.
- B. Approval of Finance Report: Treasurer Brennan reported that with just two more months left in the fiscal year the library's expenses are on track. Motion to approve finance report by Oliver, second by Boehner. Motion passed on voice vote. Ayes: Boehner, Brennan, Monks, Oliver & Williams. Nays: None.

**VI. Building & Grounds Report:**

The elevator recently passed the annual inspection.

**VII. Reports:**

- A. Staff Reports: There was nothing to add.
- B. Community Outreach report: Crete Creative will have a garage sale this Saturday, in anticipation of their location change.

- C. Friends of the Crete Public Library report: The Friends met last month and reviewed the recent book sale. They have opted out of the Garden Walk and instead they will have a table at the library's garage sale this year. The Friends will not meet during the summer months.

**VIII. Old Business:**

- A. Approval of the 2024-2025 working budget: Motion to approve the 2024-2025 working budget by Williams, second by Oliver. Motion passed on voice vote. Ayes: Boehner, Brennan, Monks, Oliver & Williams. Nays: None.
- B. Resolution 24-01: Licensing agreement with Crete Creative Gallery: Motion to approve Resolution 24-01 licensing agreement with Crete Creative Gallery by Boehner, second Monks. Motion passed. Ayes: Boehner, Brennan, Monks, Oliver & Williams. Nays: None.

**IX. New Business:**

- A. Resolution 24-02: Changing of IMRF Authorized Agent: Motion to change IMRF Authorized Agent by Brennan, second by Oliver. Motion passed. Ayes: Boehner, Brennan, Monks, Oliver & Williams. Nays: None.
- B. Approval of Draft Ordinance No. 24-03 – Ordinance Providing for Budget and Appropriations of Crete Public Library District, Will County, Illinois for the Fiscal Year Beginning July 1, 2024 and Ending June 30, 2025: Motion to Approve Draft Ordinance No. 24-03 – Ordinance Providing for Budget and Appropriations of Crete Public Library District, Will County, Illinois for the Fiscal Year Beginning July 1, 2024 and Ending June 30, 2025 by Oliver, second by Monks. Motion passed on voice vote. Ayes: Boehner, Brennan, Monks, Oliver & Williams. Nays: None.
- C. 2023-2024 Director's Evaluation: Director Sieffert has submitted his self-evaluation to the board. Board members will need to submit their evaluations to the committee by May 29<sup>st</sup>. The committee will consist of trustees Monks & Boehner.

**X. Closed Session:**

For the purpose of appointment, employment, compensation, discipline, performance or dismissal of specific personnel (5 ILCS 120/2c1) Motion to go into closed session at by Oliver, second by Williams. Motion passed. Ayes: Boehner, Brennan, Monks, Oliver & Williams. Nays: None. The board went into closed session at 7:04 p.m. The board returned to regular session at 7:09 p.m.

**XI. Adjournment:**

To June 19th, 2024 at 6:30 p.m. for regularly scheduled meeting. Motion to adjourn at 7:10 p.m. Oliver. Seconded by Monks.

Respectfully Submitted,  
Suzanne Oliver, Secretary