



# CRETE PUBLIC LIBRARY DISTRICT

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

## **BOARD OF TRUSTEES MEETING**

**June 19<sup>th</sup>, 2024 – 6:30 P.M.**

### **MEETING AGENDA**

#### **1. PUBLIC HEARING**

- a. Open public hearing
- b. Certification of Public Notices
  - i. Board approved Tentative Budget and Appropriation – Wednesday, May 15<sup>th</sup>, 2024
  - ii. Legal notice published in the local paper – Thursday, May 16<sup>th</sup>, 2024
- c. Presentation of Annual Budget and Appropriation – Ordinance No. 24-03
- d. Public comment
- e. Close public hearing

#### **2. CALL TO ORDER**

#### **3. INTRODUCTION OF GUESTS**

#### **4. APPROVAL OF MINUTES**

- a. Regular Board Meeting - May 15<sup>th</sup>, 2024
- b. Closed Session – May 15<sup>th</sup>, 2024

#### **5. CORRESPONDENCE**

#### **6. FINANCE**

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

#### **7. BUILDING AND GROUNDS REPORT**

#### **8. REPORTS**

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

#### **9. OLD BUSINESS**

- a. Library Director review (action item, after Closed Session)

#### **10. NEW BUSINESS**

- a. Ordinance No. 24-01 – Establishing Meetings Dates for the 2024-2025 Fiscal Year (action item)
- b. Ordinance No. 24-02 – Authorizing Public Library Non-Resident Cards for the 2024-2025 Fiscal Year (action item)
- c. Ordinance No. 24-03 - 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)
- d. Resolution 24-03 – Designating Authorized Signatories for Matters of Bequests (action item)

#### **11. CLOSED SESSION**

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

#### **12. ADJOURNMENT**

To July 26<sup>th</sup> at 6:30 P.M. for Budget and Appropriation Hearing and regularly scheduled meeting



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**CRETE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
MINUTES OF PUBLIC HEARING AND REGULAR MEETING  
June 19, 2024**

**I. Public Hearing**

- A. Open Public Hearing: Public hearing was opened at 6:30 p.m. by President Van Zyl. Those in attendance: President Van Zyl, trustees Bohner, McKethen, Monks, Oliver & Williams. Absent: Brennan. Also in attendance: Executive Director Sieffert & Asst. Director Amschl.
- B. Certification of Public Notices
  - i. Board approved Tentative Budget and Appropriation – Wednesday, May 15, 2024
  - ii. Legal notice published in the local paper – June 20<sup>th</sup>, 2024
- C. Presentation of Annual Budget and Appropriation – Ordinance No. 24-03
- D. Public Comment: There was no public comment.
- E. Close Public Hearing: The public hearing was closed at 6:33 p.m.

**II. Call to Order:**

Regular meeting called to order by President Van Zyl at 6:33 p.m. Those in attendance: President Van Zyl, trustees Bohner, McKethen, Monks, Oliver & Williams. Absent: Brennan. Also in attendance: Executive Director Sieffert, Asst. Director Amschl.

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

**IV. Approval of Minutes:**

- A. Regular Board Meeting – May 15, 2024: Motion to approve minutes of regular meeting – May 15, 2024 by Bohner, second by Monks. Motion passed. Ayes: Bohner, McKethen, Monks, Oliver & Williams. Nays: None.
- B. Closed Session – May 14, 2024: Motion to approve minutes of closed session – May 15, 2024 by Oliver, second by Monks. Motion passed. Ayes: Bohner, McKethen, Monks, Oliver & Williams. Nays: None.

**V. Correspondence:**

Van Zyl reported on a postcard inviting local officials to a picnic at the Illinois State Fair. Sieffert mentioned receipt of a letter from the Illinois State Library with notification of the Library's per capita grant award and that the amount will be very slightly higher than last year.

#### **VI. Finance:**

- A. Sieffert explained that the format of the Bills for Payment report (now called Monthly Check Listing) is a little different than previously because he and Business Manager VerHaar are now using Quickbooks to run the report. The format can be adjusted if Trustees want to see something specific.
- B. Approval of Bills for Payment: Motion to approve all bills as presented by Monks, second by Oliver. Motion passed on voice vote. Ayes: Boehner, McKethen, Monks, Oliver & Williams. Nays: None.
- C. Approval of Finance Report: With Treasurer Brennan absent, Sieffert reported that with just one more month left in the fiscal year, the library's budget is on track, with a potential slight overage due to the increased, but not unexpected, costs of the pavilion project. Motion to approve finance report by McKethen, second by Oliver. Motion passed on voice vote. Ayes: Boehner, McKethen, Monks, Oliver & Williams. Nays: None.

#### **VII. Building & Grounds Report:**

- A. The water heater needed to be replaced before an existing leak became worse. The current water heater lasted 17 years and has been replaced with a similar 50 gal. water heater.
- B. There have been some complaints about our wifi from patrons. Technology consultant Morrelle has made some changes to the settings to rectify the issue. Boehner asked why this issue has just now showed up, but Sieffert reported there's no definitive cause, perhaps just that there are more people in the building trying to use videoconferencing programs. Staff are keeping an eye on it, and if it's an ongoing problem, we can increase our speeds with Comcast since we already have the infrastructure in place to do so.
- C. Sieffert mentioned that this time of year we are always tweaking the HVAC system due to the fluctuations in temperatures, but it is otherwise in working order.

#### **VIII. Reports:**

- A. Staff Reports:
  - a. Trustees commented on how many events are currently happening at the Library and how cute the Summer Reading decorations are. Sieffert explained that staff are using our own pirate theme and worked really hard on the decorations.
  - b. Boehner asked about a new employee in Youth Services, and Sieffert reported that Stephen Rayson started last month as a Youth Services Clerk as a replacement for another employee who has changed positions.
- B. Community Outreach report: Crete Creative had a successful grand opening and artists' market at the Library on June 1. Williams reported that the Crete Woman's Club's Garden Walk is coming up and tickets will be on sale Monday, June 24.

C. Friends of the Crete Public Library report: Nothing to report; Friends are on summer break.

**IX. New Business:**

- A. Approval of Ordinance No. 24-01 – Establishing Meeting Dates for the 2024-25 Fiscal Year: Motion to approve the 2024-2025 meeting dates by Boehner, second by Oliver. Motion passed on voice vote. Ayes: Boehner, McKethen, Monks, Oliver & Williams. Nays: None.
- B. Approval of Ordinance No. 24-02 – Authorizing Public Library Non-Resident Cards for the 2024-2025 Fiscal Year: Motion to approve Resolution 24-02 Authorizing 2024-2025 Non-Resident Library Cards by Williams, second Monks. Motion passed. Ayes: Boehner, McKethen, Monks, Oliver & Williams. Nays: None.
- C. Approval of Ordinance No. 24-03 – 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, 2024: Motion to approve Ordinance 24-03 Providing for Budget and Appropriations for the Crete Public Library District for FY2024-2025 by Oliver, second Boehner. Motion passed. Ayes: Boehner, McKethen, Monks, Oliver & Williams. Nays: None.
- D. Approval of Ordinance No. 24-04 – Designating Authorized Signatories for Matters of Bequests: Motion to approve Resolution 24-04 Authorizing Signatories for Bequests by Oliver, second Monks. Motion passed. Ayes: Boehner, McKethen, Monks, Oliver & Williams. Nays: None.
- E. Sieffert reported that we are getting additional payments from the Jan Heideman Estate, but he is not yet aware of how much it will be.

**X. Old Business:**

- A. Director's annual review – Fiscal Year 2023-2024: Motion to go into closed session at 6:51 p.m. by Monks to discuss Director's annual review, second by Williams. Motion passed. Ayes: Boehner, McKethen, Monks, Oliver & Williams. Nays: None.

**XI. Closed Session:**

For the purpose of appointment, employment, compensation, discipline, performance or dismissal of specific personnel (5 ILCS 120/2c1): The board went into closed session to discuss the Director's annual review. Director Sieffert received his review and discussed it with the Trustees. Motion to resume open session at 7:13 by Monks, second by McKethen. Motion passed. Ayes: Boehner, McKethen, Monks, Oliver & Williams. Nays: None.

**XII. Old Business (resumed after Closed Session):**

- A. Motion to accept Director Sieffert's annual review and to increase his annual salary to \$109,000 (based on COLA and merit raise) on July 1, 2024 by Boehner, second by Oliver. Motion passed on voice vote. Ayes: Boehner, McKethen, Monks, Oliver & Williams. Nays: None.

**XIII. Adjournment:**

To July 17, 2024 at 6:30 p.m. for regularly scheduled meeting. Motion to adjourn at 7:18 p.m. McKethen. Seconded by Williams.