



CRETE PUBLIC LIBRARY DISTRICT

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

BOARD OF TRUSTEES MEETING

July 17th, 2024 – 6:30 P.M.

MEETING AGENDA

- 1. CALL TO ORDER**
- 2. INTRODUCTION OF GUESTS**
- 3. HEARING OF DELEGATIONS**
- 4. APPROVAL OF MINUTES**
 - a. Regular Board Meeting – June 19th, 2024
 - b. Closed Meeting Minutes – June 19th, 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**
 - a. Update on Crete Creative sculpture + additional concrete work
- 8. REPORTS**
 - a. Staff reports
 - b. Statistics
 - c. Community outreach report
- 9. NEW BUSINESS**
 - a. April 1st, 2024 Consolidated Election and Library seats up for election
 - b. Technology and internet speed updates
 - c. Peace Pole and Library display space discussion
 - d. Anti-Bullying Policy (action item)
 - e. Updated Paid Holiday Policy (action item)
- 10. OLD BUSINESS**
 - a. Budget and Appropriation hearing discussion
 - b. Community Garden update
- 11. CLOSED SESSION**

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

To Wednesday, August 21st, 2025 at 10am 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
July 17, 2024**

I. Call to Order:

Regular meeting called to order by Vice-President Williams at 6:36 p.m. Those in attendance: President VanZyl (at 6:45pm), Trustees Boehner, Brennan, Monks, & Williams. Absent: McKethen and Oliver. Also in attendance: Executive Director Sieffert, Asst. Director Amschl., and Business Manager VerHaar.

II. Introduction of Guests:

There were no guests.

III. Approval of Minutes:

- A. Regular Board Meeting – June 19, 2024: Motion to approve minutes of regular meeting – June 19, 2024 by Monks, second by Boehner.

Motion passed.

Ayes: Boehner, Brennan, Monks, & Williams.

Nays: None

Absent: McKethen, Oliver, and Van Zyl

- B. Closed Session – June 19, 2024: Motion to approve minutes of closed session – June 19, 2024 by Brennan, second by Monks.

Motion passed.

Ayes: Boehner, Brennan, Monks, VanZyl, & Williams.

Nays: None.

Absent: McKethen and Oliver

IV. Correspondence:

No correspondence.

V. Finance:

- A. Approval of Bills for Payment: Motion to approve all bills as presented by Monks, second by Boehner.

Trustees asked if they could be updated via email when bills arrive too late to be processed by the monthly Board meeting. Sieffert agreed that he or Business Manager VerHaar would send out an updated list for email approval upon arrival of the late bills.

Motion passed on voice vote.

Ayes: Boehner, Brenna, Monks, VanZyl, & Williams.

Nays: None.

Absent: McKethen and Oliver

- B. Approval of Finance Report: Motion to approve finance report by Boehner, second by Monks.

Sieffert explained that the financial report presented represents the final report for FY 23-24. The Library ended the year slightly over the projected budget (\$2,373,672/\$2,325,000), but the majority of that overage was because the pavilion and garden project bids came in higher than anticipated. If Special Reserve expenses were removed, the Library would have come in under the expected budget for the fiscal year (\$1,849,743/\$1,990,000). Sieffert also mentioned that while we did slightly exceed the annual projected budget by \$48,672, the Library also far exceeded the projected revenue for the year (>\$130,000).

Motion passed on voice vote.

Ayes: Boehner, Brennan, Monks, VanZyl, & Williams.

Nays: None.

Absent: McKethen and Oliver

VI. Building & Grounds Report:

- A. Sieffert reported that he had secured a quote from North Creek Builders to install a new 5' x 8' pad for the sculpture that is currently housed at the Arbor House. Additionally, North Creek is going to remove a square of concrete for the back entrance\employee staff door and reroute the downspout so that it does not pool and form a slip and fall hazard in the winter.

VII. Reports:

- A. Staff Reports:

- i. Trustees remarked that they love the Summer Reading decorations. President VanZyl mentioned that patrons have been stopping her to tell her how much they enjoy the decorations as well. Summer reading is going great and it have been a lot of fun for everyone.

- B. Statistics:

- i. Assistant Director Amschl will present an end-of-year statistical report at the next board meeting.

- C. Community Outreach report:

- i. It was reported that the recent Woman's Club Garden Walk was a great success with 294 tickets sold. Many attendees from the Christmas walk were noted to have participated in this year's event. Plans are underway to expand next year's garden walk by adding new gardens to

the itinerary. There have also been some discussions on how the Library could become more involved, possibly utilizing the pavilion or showcasing the community garden.

- ii. Crete Creative is excited with the new installation of ceramic art that was specifically created for this exhibit. There will be an opening on Saturday, August 3rd. Library management is working to ensure that all staff is knowledgeable about the Crete Creative exhibits and happenings. There was discussion about adding a specific Crete Creative section to the Library's website and updating the signage outside of the Library. It was proposed to use the two downstairs display cabinets – one for the Historical Society and one for Crete Creative. Further consideration is needed regarding the placement of these cabinets.

VIII. New Business:

- A. April 1st, 2024 Consolidated Election – Incumbents Van Zyl, Monks, Oliver, and Williams have confirmed their intent to seek reelection. Petition packets for candidacy will be available starting August 20th. There is a strong emphasis on engaging young individuals in local politics and encouraging diverse candidates across age, gender, and background. This discussion also acknowledged the Crete Library's regional popularity in attracting patrons from diverse areas, highlighting its significant community impact.
- B. Technology and Internet Speed Updates - It was highlighted that there have been challenges with video calls and patron connectivity due to slow internet speeds. Anthony Morrelle (IT contractor) and Director Sieffert determined that the access points have unbalanced upload and download speeds. This issue has since been addressed and adjusted. Considering the large size of the building, Patrons would benefit from an internet speed increase. Business Manager VerHaar initiated discussions with Comcast to explore pricing options, and the decision was made to invest more funds to enhance the patron experience. The team is currently awaiting the finalization of the contract with Comcast.
- C. Peace Pole and Library Display Space – Director Sieffert brought forward a request for the Library to install a Peace Pole. After deliberation, it was decided that the butterfly garden, which is maintained by the Crete Woman's Club, would be a more suitable location for the Peace Pole. The decision has been entrusted to The Crete Woman's Club to determine if they would like to display the piece in the garden. There was also discussion about patron suggested displays. Sieffert provided the Board with a copy of the policy on display space and the Board agreed that all patron displays should be treated equally and offered space in the downstairs glass cabinets that are used for patron displays. Sieffert also updated the Board the displays are booked nearly a year in advance, so this particular request would have to be fulfilled next year.
- D. Approval of Anti-Bullying Policy - Motion made by Brennan, second by Monks to approve the Anti-bullying policy as presented. Introduced the policy for discussion. Amschl suggested that implementing an anti-bullying policy would be beneficial for both staff and patrons as a supplement to the Library's already established behavioral policy.

Motion passed.

Ayes: Boehner, Brenna, Monks, VanZyl, & Williams.

Nays: None.

Absent: McKethen and Oliver

Approval of Paid Holiday Policy Update - Motion made by Brennan, second by Williams to approve the updated paid holiday policy as presented. Clarification made that the Library currently recognizes and either closes for, or provides compensation time for, all federal holidays. This updates the policy to include Juneteenth and Indigenous People's Day.

Motion passed.

Ayes: Boehner, Brenna, Monks, VanZyl, & Williams.

Nays: None.

Absent: McKethen and Oliver

IX. Old Business:

- A. Budget and Appropriation Hearing Discussion - It was identified that there are conflicting statutes regarding publication requirements and legal counsel recommended republishing the notice and holding the hearing again within the quarter following the fiscal year.
- B. Community Garden Update - The community garden is locked around 5 o'clock every evening. The main focus of the discussion was on enhancing garden care knowledge among participants. Ideas included an introductory gardening class tailored to local conditions to better equip gardeners for next year. Organizing fall gardening programs to further support participants throughout the seasons was touched on. Brennan suggested the development of a planting calendar to guide gardeners on when to plant different crops. There was also a discussion on educating participants about weed management through dedicated classes. Additionally, the discussion explored the possibility of establishing an online forum to facilitate ongoing support for gardeners, particularly when they are unable to tend to their gardens. Infrastructure improvements such as installing hoses and expanding garden walkways were also suggested.

X. Closed Session:

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XI. Adjournment:

To August 21st, 2024 at 6:30 p.m. for Budget and Appropriation Hearing and scheduled meeting.

Motion to adjourn at 7:51 p.m. by Monks. Seconded by Boehner.

Ayes: Boehner, Brenna, Monks, VanZyl, & Williams.

Nays: None.

Absent: McKethen and Oliver

Respectfully Submitted,
Suzanne Oliver, Secretary