



# CRETE PUBLIC LIBRARY DISTRICT

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

## BOARD OF TRUSTEES MEETING

August 21<sup>st</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, July 18<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 - July 17<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. Statistics – End of FY 2023-2024 report
- c. Community outreach report

#### 9. OLD BUSINESS

- a. Peace pole and library space discussion
- b. April 1<sup>st</sup>, 2024 Consolidated Election and Library seats up for election

#### 10. NEW BUSINESS

- a. 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)
- b. Approval of FY 2023-2024 Secretary's Audit (action item)
- c. Approval of annual Treasurer's Report (action item)
- d. Crete County Christmas contribution (action item)
- e. Draft of RFP for strategic planning services
- f. Draft of updated vacation policy

#### 11. CLOSED SESSION

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

#### 12. ADJOURNMENT

To September 18<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 PUBLIC HEARING AND REGULAR MEETING  
August 21, 2024**

**I. Public Hearing:**

- A. Open public hearing: Public hearing called to order at 6:33 p.m. by President VanZyl.
- B. Certification of Public Notices.
  - i. Board approved Tentative Budget and Appropriation - Wednesday May 15th, 2024.
  - ii. Legal notice published in the local paper - Thursday July 18th, 2024.
- C. Presentation of Annual Budget and Appropriation - Ordinance No. 24-03.
- D. Public comment: No questions or comments.
- E. Close public hearing: 6:35 by President VanZyl.

**II. Call to Order:**

Regular meeting called to order by President Vanzyl at 6:35. Those in attendance: President VanZyl, Trustees: Boehner, Brennan, Monks, & Williams. Also in attendance: Executive Director Sieffert, Asst. Director Amschl, & Business Manager VerHaar.  
Absent: Trustees McKethen & Oliver.

**III. Introduction of Guests:**

There were no guests.

**IV. Approval of Minutes:**

- A. Regular Board Meeting – July 19, 2024: Motion to approve minutes of regular meeting – July 17, 2024 by Boehner, seconded by Monks.  
Motion passed.  
Ayes: Boehner, Brennan, Monks, & Williams, & VanZyl.  
Nays: None.  
Absent: McKethen & Oliver.

**V. Correspondence:**

The Library received a letter from the Crete Historical Society to say 'thank you' for the donation of the Crete Remembered books.

**VI. Finance:**

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

The Board discussed the increase in the lawn care bill. Executive Director Sieffert explained that additional work such as pruning and mulching were done. The library also opted to level the uneven walkway by the employee entrance that was a tripping hazard. ACH fees will be manually removed from the check listing each month by either Executive Director Sieffert or Business Manager VerHaar. Motion passed on voice vote.

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

Nays: None.

Absent: McKethen & Oliver.

- B. Approval of Finance Report: Motion to approve finance report by Williams, seconded by Boehner. Brennan mentioned that it's still quite early in the financial year, but things seem to be on track with year-to-date income and expenditures. Part of the Library's positive financial position as Director Sieffert explained is that the Library has been fortunate over the last couple of years and that gifts and donations keep coming in. Director Sieffert mentioned that he talked to a representative from Old Plank Trail who cautioned against using facsimile signatures for checks and the Board discussed the pros and cons. Ultimately, it was decided that the Board will not move forward with the signature stamps at this time.

Motion passed on voice vote.

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

Nays: None.

Absent: McKethen & Oliver.

**VII. Building & Grounds Report:**

- A. The concrete pad has been poured for the Crete Creative sculpture and the downspout near the employee entrance has been fixed to prevent the buildup of ice and slipping hazards in cold weather. Executive Director Sieffert mentioned that the Library will be adding two new cameras outside. One will be by the back door and provide security for the pavilion and the community garden. Looking ahead, the discoloration on the pavilion timber has been addressed and will be fixed before the winter. Executive Director Sieffert explained that he is working with the builders to determine the most effective and efficient way to complete this.

**VIII. Reports:**

- A. Staff Reports:

- i. The Board expressed a lot of enthusiasm for the reports of the staff, including several comments that manatee that Teen Librarian Cassandra crocheted for a youth services prize was very creative and neat.

**B. Statistics:**

- i. License plate renewals are currently in high demand. Asst. Director Amschl noted that this increase is largely attributed to word of mouth. In line with this, it is no surprise that physical book circulation has decreased while digital circulation continues to rise. The library is still offering curbside services on an occasional basis. Despite offering fewer programs recently, attendance at these events has been notably high, and overall library visits have increased by 10%.

**C. Community Outreach report:**

- i. The opening of the new Crete Creative exhibit was a success, and the gallery is now planning for upcoming exhibits for the rest of the year. The Crete Creative Gallery will promote their next show electronically. In other news, school is back in session for Crete students this week.

**IX. Old Business:**

- A. Peace pole discussion – The Board again discussed the installation of a peace pole in honor of September 21<sup>st</sup> and the International Day of Peace. There was some miscommunication about the decision of the Board after the last meeting and ultimately it was decided to not install the pole in the established butterfly garden. Trustees discussed the merits of a temporary installation versus a permanent installation and decided that offering a temporary spot between the new pavilion and garden would be a nice compromise. Director Sieffert will reach out to the requesting party to figure out the next steps.
- B. April 1st, 2024 Consolidated Election and Library seats up for election – Director Sieffert has put together election packets that have been made available at the Patron Services desk.

**X. New Business:**

- A. 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 - Motion to approve by Boehner, seconded by Williams.

Motion passed on roll call vote.

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

Nays: None.

Absent: McKethen & Oliver.

- B. Approval of FY 2023-2024 Secretary's Audit - Motion by Trustee Brennan, seconded by Williams.

Motion passed on voice vote.

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

Nays: None.

Absent: McKethen & Oliver.

- C. Approval of the Annual Treasurer's Report - Motion by Monks, seconded Boehner.  
Motion passed on voice vote.  
Ayes: Boehner, Brennan, Monks, & Williams, & VanZyl.  
Nays: None.  
Absent: McKethen & Oliver.
- D. Crete County Christmas Sponsorship – Executive Director covered the involvement of the Library in the Crete Country Christmas planning, including that the Library now holds a position on the Crete County Christmas Executive Board. The board discussed the importance of the Library's continued support of Crete Country Christmas. Motion to approve a sponsorship from the Library in the amount of \$1,000 by Monks, seconded by Williams.  
Motion passed on voice vote.  
Ayes: Boehner, Brennan, Monks, & Williams, & VanZyl.  
Nays: None.
- E. Draft of RFP for Strategic Planning Services – Executive Director Sieffert presented a draft RFP for strategic planning services for the Library and asked if the Board had any input into items that might be overlooked. Trustees discussed and decided that the draft was appropriate and thorough. Sieffert asked when the Board would like to put this out to prospective firms and after discussion it was decided that this should be looked at in the first quarter of next year.
- F. Draft of Updated Vacation Policy - Director Sieffert and Assistant Director Amschl explained the complications that arose with the Library's old vacation rollover policy and outlined how a new policy will encourage employees to use most or all of their vacation time before their anniversary date. Board thought the new policy seemed favorable and asked that it be brought for approval in the near future.

**XI. Closed Session:**

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

**XII. Adjournment:**

To September 18th, 2024 at 6:30 p.m. for regularly scheduled meeting. Motion to adjourn at 7:32 p.m. by Boehner, seconded by Williams.

Motion passed on voice vote.

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

Nays: None.

Absent: McKethen & Oliver.

Respectfully Submitted,  
Suzanne Oliver, Secretary