CRETE PUBLIC LIBRARY DISTRICT
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BOARD OF TRUSTEES MEETING
January 15th, 2025 – 6:30 P.M.
MEETING AGENDA

1. **CALL TO ORDER**
2. **INTRODUCTION OF GUESTS**
3. **APPROVAL OF MINUTES**

   Regular Board Meeting – November 20th, 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
   d. Crete Creative Art Gallery
8. **OLD BUSINESS**

   Review of RFP for strategic plan and timeline moving forward
9. **NEW BUSINESS**
   a. Thursday, January 30th, 2025, Rialto Theater, Joliet, IL - Dolly Parton Imagination Library fundraising event
   b. Review of *Serving Our Public 4.0: Standards for Illinois Public Libraries* as required for the annual Per Capita grant application
   c. Monday, March 3rd, 2025, 5:30pm to 7:00pm – Trustee candidate forum at the Library
   d. Discussion and consideration of Resolution 25-01: Resolution providing for the execution of an intergovernmental agreement with the library insurance management and risk control combination (“LIMRiCC”) **(action item)**
   e. Discussion and consideration of Resolution 25-02: Intergovernmental agreement providing for risk management and authorizing membership in the library insurance management and risk control combination (“LIMRiCC”) **(action item)**
   f. Discussion and consideration of HVAC control software updates **(action item)**
   g. Annual Statement of Economic Interest

10. CLOSED SESSION

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

11. ADJOURNMENT

To Wednesday, Februrary 19th, 2025 at 6:30pm for regularly scheduled meeting.

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BOARD OF TRUSTEES

MINUTES OF PUBLIC HEARING AND REGULAR MEETING

January 15th, 2025

I. Call to Order:

Regular meeting called to order by President Van Zyl at 6:30pm Those in attendance: President Van Zyl, Trustees Boehner, Monks, Oliver, and Williams. Also in attendance: Executive Director Sieffert, Asst. Director Amschl, & Business Manager VerHaar.

Absent: Trustees Brennen & McKethen.

II. Introduction of Guests:

There were no guests.

III. Approval of Minutes:

Regular Board Meeting – November 20th, 2024: Motion to approve minutes of regular meeting – November 20th, 2024 by Williams, second by Monks.

Motion passed.

Ayes: Boehner, Monks, Oliver, Van Zyl and Williams.

Nays: None.

Absent: Brennen and McKethen.

IV. Correspondence:

The Board received a thank you letter from staff for the Christmas gift bonus.

V. Finance:

Approval of Bills for Payment: The Library received four bills after the check listing was created. The checks have been added to the list to be paid. Motion to approve all bills as presented by Boehner, second by Oliver.

Motion passed on voice vote.
Ayes: Boehner, Monks, Oliver, Van Zyl and Williams.
Nays: None.
Absent: Brennen and McKethen.

Approval of Finance Report: Director Sieffert reported that the Library is in good shape, having completed 58% of the fiscal year. Director Sieffert explained that expenses from the annual staff in-service day are reflected, which is why the Library budget is currently showing slightly ahead for staff and board development. Additionally, the Library received the final property tax payment from Will County at the end of December, which will reflect 100% of the budget in January's budget versus actuals financial report. Motion to approve finance report by Oliver, second by Boehner.
Motion passed on voice vote.
Ayes: Boehner, Monks, Oliver, Van Zyl and Williams
Nays: None.
Absent: Brennen and McKethen

VI. Building & Grounds Report:

The air handling unit antifreeze emergency switch keeps tripping, causing the temperature upstairs to get uncomfortably hot; at one point it was 98 degrees. To help manage the heat, windows are being left open. Arctic Engineering has been out three times to address the issue, which is linked to outdated control software that's about 10 years old and struggling to keep up. The dampers and actuators were replaced, but the dampers aren't closing quickly enough, causing the air handling unit to trip and the temperature to rise. Updating the control software seems to be the best solution. The current system, Johnson Control Systems, is proprietary, and there's no maintenance agreement in place anymore. A maintenance software agreement with Johnson is $10,000 per year. Automated Building Solutions is preparing a proposal for open-source software, which would allow any provider to work on it. Director Sieffert explained that this roughly $20,000 upgrade isn't cheap, but it would modernize the system and offer more flexibility, reducing costs over time. Arctic Engineering suggested looking at Tridium and Pelican systems and will provide a proposal. Director Sieffert consulted with an HVAC tech from another company who also recommends the Tridium software. Director Sieffert suggested that with no other capital expenditures planned this year, it seems like a good time to move forward with this upgrade. Further, there was discussion about the ongoing issue with the toilet flushing pressure. Director Sieffert has been working with Reichelt Plumbing to try and find where the issue lies. Replacing the water softener did not work, neither did replacing the internal component of the toilets.

VII. Reports:

A. Staff Reports:

The Board expressed their admiration for the fantastic and thorough staff reports, noting the extensive programming taking place. They specifically highlighted Zoe, the STEAM & Technology Assistant, for exceptional creativity and intelligence, praising Zoe's impressive reports and exceptional programs. The Board also acknowledged Kerry's accomplishment of delivering 50 Book Jams to schools in the community. Additionally, the Board compared Crete Public Library District's newsletter to those of neighboring libraries and recognized the staff's diligent work in producing an excellent publication.

B. Community Outreach report:

The new community newsletter has been published, and Director Sieffert clarified that the Library will continue to produce its own newsletter. The Board also discussed the possibility of becoming an official warming center; for now, the Library will remain a warm and welcoming place for all.

C. Friends of the Crete Public Library report:

The Friends have not held any additional meetings, and there are no new updates to report. Director Sieffert emphasized the importance of community involvement and has reached out to Will County officials to explore ways the Library can support Dolly Parton's Imagination Library Fundraising event after a Library Board member brought it to his attention. The Library is currently assisting by selling tickets for the event. If the Library decides to partner with Dolly Parton's Imagination Library, that partnership will be facilitated through the Friends.

D. Crete Creative Art Gallery:

There are exciting opportunities for programming in the Art Gallery, and Sarah from Marketing and Assistant Director Amschl have scheduled a meeting to discuss these possibilities. It was suggested that offering monthly youth services programs and informative artist talks could be beneficial. Upcoming events include a celebration of Black History Month and an African Drumming program. The Art Gallery is also offering a Paint and Sip on February 1st at the Library.

VIII. Old Business:

Review of RFP for strategic plan and timeline moving forward. Director Sieffert requested that a timeline be established for the RFP for Strategic Planning Services, which was discussed at the August Board Meeting. He emphasized the importance of beginning this six-month (or longer) project as soon as possible. Additionally, he informed the Board that he would contact five or six consultants to gather information before choosing which consultant to work with for this project.

IX. New Business:

A. Thursday, January 30th 2025, Rialto Theatre, Joliet, IL - Dolly Parton Imagination Library fundraising event. Director Sieffert expressed interest in supporting a fundraising program initiated by Will County after they reached out to the Crete Woman's Club. The Library is assisting by selling tickets for the event, and Director Sieffert plans to attend to show his support, introduce himself, and encourage further collaboration within Will County.

B. Review of Serving Our Public 4.0: Standards. - The Board noted that they all enjoyed reviewing the book of standards. Director Sieffert reminded the Board about the Library's disaster plan and designated tornado shelter areas. The discussion also covered the importance of the Library's involvement in the community, a priority that Director Sieffert has been actively emphasizing and addressing. He shared his interest in exploring ways to reduce barriers to obtaining a library card, suggesting the potential implementation of a self-registration kiosk in the future. He informed the Board that only 20-30% of District residents currently hold a library card and highlighted that many of the services offered by the Crete Public Library District do not require a library card.

C. Monday, March 3rd, 2025, 5:30pm to 7:00pm - Trustee candidate forum at the Library. The Library will host a Trustee Candidate Forum, featuring all Board of Trustee candidates, who are running unopposed. The forum will be open to the public, and the questions will not be provided to the candidates in advance.

D. Discussion and consideration of Resolution 25-01: Resolution providing for the execution of an intergovernmental agreement with the Library Insurance Management and Risk Control Combination ("LIMRiCC") - Executive Director Sieffert shared his frustrations regarding the rising cost of health insurance and expressed concern about the potential financial impact on employees in the future. He stated that, in collaboration with Business Manager VerHaar, he would be exploring alternative options by consulting with an insurance broker to evaluate other possibilities for staff coverage. Director Sieffert emphasized that his top priority is to make the best decision for both the Library and its staff. Motion to approve Resolution 25-01 by Williams, second Monks.
   Motion passed on voice vote.
   Ayes: Boehner, Monks, Oliver, Van Zyl and Williams.
   Nays: None.
   Absent: Brennen and McKethen.

E. Discussion and consideration of Resolution 25-02: Intergovernmental agreement providing for risk management and authorizing membership in the Library Insurance Management and Risk Control Combination ("LIMRiCC") - Motion to approve by Oliver, second by Monks.
   Motion passed on voice vote.
   Ayes: Boehner, Monks, Oliver, Van Zyl and Williams.
   Nays: None.

Absent: Brennen and McKethen.

F. Annual Statement of Economic Interest - Coming soon!

X. Closed Session:

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

XI. Adjournment:

To Wednesday, February 19th, 2025 at 6:30 p.m. for regularly scheduled meeting. Motion to adjourn at 7:31 p.m. by Monks, second by Oliver .

Motion passed.

Ayes: Boehner, Monks, Oliver, Van Zyl and Williams

Nays: None.

Absent: Brennen and McKethen

Respectfully Submitted,

Suzanne Oliver, Secretary