



CRETE PUBLIC LIBRARY DISTRICT

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BOARD OF TRUSTEES MEETING

February 19th, 2025 – 6:30 P.M.

MEETING AGENDA

1. CALL TO ORDER

2. INTRODUCTION OF GUESTS

3. APPROVAL OF MINUTES

- a. Regular Board Meeting – January 15th, 2025

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. Statistics
- c. Community outreach report
- d. Friends of the Crete Public Library report
- e. Crete Creative Art Gallery

8. OLD BUSINESS

- a. Update on Tridium HVAC control software installation
- a. Monday, March 3rd, 2025, 5:30pm to 7:00pm – Trustee candidate forum at the Library

9. NEW BUSINESS

- a. Discussion and consideration of Resolution #25-01 - Resolution to transfer the Crete Public Library District General Corporate Fund surplus to the Special Reserve Fund (action item)
- b. Discussion and consideration of draft Paid Parental Leave (action item)
- c. Discussion and consideration of updated Circulation & Paid Leave policies (action item)
- d. Discussion and consideration of closing July 3rd, 2025 for floating holiday (action item)

- e. Discussion and consideration of Youth Services painting proposal in the amount of \$8,000 (action item)
- f. Discussion and consideration of outdoor landscaping project (action item)
- g. ATLAS CE opportunity: 10am-12pm, Saturday, May 17th, 2025, Orland Park Public Library – *Director, Trustee Relations*
- h. LACONI Trustee Banquet: 6pm, Friday, May 30th, Nineteenth Century Club in Oak Park

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, March 15th, 2023 at 6:30pm for regularly scheduled meeting.



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CRETE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MINUTES OF PUBLIC HEARING AND REGULAR MEETING February 19th, 2025

I. Call to Order:

Regular meeting called to order by President Van Zyl at 6:30 p.m. Those in attendance: President Van Zyl, Trustees Bohner, Brennan, Oliver, Monks and Williams. Also in attendance: Executive Director Sieffert, Asst. Director Amschl, & Business Manager VerHaar. Absent: Trustee McKethen

II. Introduction of Guests:

There were no guests

III. Approval of Minutes:

- A. Regular Board Meeting – January 15th, 2025: Motion to approve minutes of regular meeting – January 15th, 2025 by Bohner, second by Oliver.

Motion passed.

Ayes: Bohner, Brennan, Oliver, Monks, Van Zyl and Williams.

Nays: None.

Absent: McKethen

IV. Correspondence:

No correspondence

V. Finance:

- A. Approval of Bills for Payment: Motion to approve all bills as presented by Oliver, second by Monks. Executive Director Sieffert informed the Board that the Nicor bill was received after the check listing was created and had since been added. A bill from NCPERS for employee life

insurance was also added.

Motion passed on voice vote.

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

Nays: None.

Absent: McKethen.

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

Motion passed on voice vote. Executive Director Sieffert noted that the Library is in a good position and right on track for the year. The Board reviewed the low point in the cash cycle, and Executive Director Sieffert explained that the Library's short cash cycle offers greater liquidity while also allowing the Library to reinvest for more growth opportunities. He noted that there could be potential tax objections due to the high balance in the general fund checking account. See Resolution #25-02. Executive Director Sieffert also noted issues with QuickBooks Online (QBO), as it was not specifically designed for government or fund accounting. To address these concerns, Executive Director Sieffert and Business Manager VerHaar worked with the auditor to clean up financial records. Additionally, Executive Director Sieffert has reached out to Lauterbach & Amen for accounting assistance to help Business Manager VerHaar navigate recurring issues, improve reporting, and manage journal entries more effectively.

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

Nays: None.

Absent: McKethen

VI. Building & Grounds Report:

- A. During the Library's annual fire alarm inspection, a few issues were identified and Thompson Electronics is scheduled to repair them on Friday. Executive Director Sieffert has been actively working to resolve the ongoing HVAC issues, and a solution has finally been found. The Library is now waiting for the new HVAC software. Additionally, efforts are still underway to address the ongoing toilet flushing issues

VII. Reports:

- A. Staff Reports:
- i. The Board was very impressed with everything presented in the Staff Reports. They appreciated the comments about the Orphan Train exhibit and noted how lucky the

Library was to have had it. A special thanks was given to Sarah for all of her efforts. The Tiny Art Show was a huge success, with a fun reception where about 60 people enjoyed the art and tiny snacks. It was really cool to hear the stories behind the artists' visions, making the event even more memorable.

B. Statistics:

- i. All statistics are up, despite the cold weather. Assistant Director Amschl noted that December is usually a low month, so January numbers tend to appear higher. License plate renewals are also up, which is great!

C. Community Outreach Report:

- i. Assistant Director Amschl went shopping for the initial stock of items for the library's new micro pantry, following the lead of other local libraries. The micro pantry is located in the Friends' sales area, and patrons have been leaving what they can and taking what they need. Donations for the micropantry can be dropped off at the Patron Services desk. Executive Director Sieffert attended the Dolly Parton Imagination Library Fundraiser, where he met with Will County executives, including the Board of Education Director and the President of Joliet Junior College. The program continues to expand nationwide, though it was noted that Indiana has cut its funding. Executive Director Sieffert is committed to the library supporting the program. While the library could likely serve as a distribution hub, it will not be responsible for shipping books. The upcoming Friends meeting at the end of the month may include discussion on working with the Woman's Club to sponsor children for the program.

D. Friends of the Crete Public Library Report:

- i. The membership renewal letters have been mailed out.

E. Crete Creative Art Gallery:

- i. The current art show will run for about three more weeks. Trustee Brennan was very impressed by Alejandra Mosqueda's long scroll paintings, and her opening reception is scheduled for March 15th. Looking ahead, the next Art Mart will feature contemporary Myaamia artwork, showcasing the rich heritage of the Native Miami Tribe. This exhibit is expected to be an exciting event, with the Chief of the Miami Tribe of Oklahoma in attendance, along with George Ironstock, Assistant Director of the Myaamia Center, who will be bringing students. Artwork from across the country will be featured, and there may be press coverage to capture the event. Due to scheduling conflicts, "The Art of Diane Lee" will be replaced with a feline-themed exhibit, "Feline Splendor."

Tim Brennan's Fun Fact: Crete, Nebraska, was named in honor of the founder's wife, whose hometown was Crete, IL.

VIII. Old Business:

- A. Update on Tridium HVAC control software installation – Executive Director Sieffert signed off on the installation of the new Tridium HVAC control software, which is expected to take about a week to install. He emphasized that he was reassured this solution will resolve the ongoing issues. Executive Director Sieffert also reminded the Board that the new system is open-source and the Library won't be limited on who can work on it.
- B. Monday, March 3rd, 2025, 5:30 p.m. to 7:00 p.m. – Trustee candidate forum at the Library – Invitations have been sent out for the event. Executive Director Sieffert clarified that a moderator will ask the questions, which will not be provided in advance. The questions will focus on motivation and goals rather than controversial topics. He informed the Board that participation is optional but emphasized that it is a great opportunity to highlight the many valuable offerings of The Crete Public Library District.

IX. New Business:

- A. Discussion and consideration of Resolution #25-02 - Resolution to transfer the Crete Public Library District General Corporate Fund surplus to the Special Reserve Fund - Motion to approve Resolution #25-02 by Boehner, second by Oliver.
Motion passed on voice vote.
Ayes: Boehner, Brennan, Oliver, Monks, Van Zyl and Williams.
Nays: None.
Absent: McKethen.
- B. Discussion and consideration of draft Paid Parental Leave - Executive Director Sieffert clarified that this policy will apply to all employees, with the eight-week period defined by the average number of hours the employee works each week. The Board inquired about the policy's exclusion of parental leave for the adoption of a child by a new spouse. Assistant Director Amschl explained that this means if an employee marries someone with a child and subsequently adopts that child, they will not be eligible for paid parental leave. Motion to approve the Paid Parental Leave policy by Brennan, second by Oliver.
Motion passed.
Ayes: Boehner, Brennan, Oliver, Monks, Van Zyl and Williams.
Nays: None.

Absent: McKethen.

- C. Discussion and consideration of updated Circulation & Paid Leave policies - Cards for Kids is part of the non-resident program and previously did not have a policy in place. Under this program, children who live in areas not served by another library can receive a library card at no cost. The Library previously had an informal and ambiguous vacation rollover policy. A formalized policy has now been established, providing employees with flexibility in using their accrued time. Motion to approve the updated Circulation & Paid Leave policies by Monks, second by Oliver.

Motion passed.

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

Nays: None.

Absent: McKethen.

- D. Discussion and consideration of closing July 3rd, 2025 for floating holiday - Motion to approve closing July 3rd, 2025 for floating holiday by Monks, second by Brennan.

Motion passed.

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

Nays: None.

Absent: McKethen.

- E. Discussion and consideration of Youth Services painting proposal in the amount of \$8,000 - The goal is to introduce colors that are more natural and complement the beauty of our building. The walls in the Youth Services department, in particular, tend to take a beating. It would be ideal to complete this before summer. Motion to approve Youth Services painting proposal in the amount of \$8,000 by Oliver, second by Boehner.

Motion passed on voice vote.

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

Nays: None.

Absent: McKethen.

- F. Discussion and consideration of outdoor landscaping project - Executive Director Sieffert reached out to both the current landscaper and a new landscaper for quotes. The Library is very excited for this year's garden walk and plans to create a new garden bed on the backside of the patio. Executive Director Sieffert is requesting a not-to-exceed amount and was able to negotiate with our current landscaper, reducing the original quote by nearly half. Motion to

approve the outdoor landscaping project in the amount up to \$12,000 by Williams, second by Oliver.

Motion passed on voice vote.

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

Nays: None.

Absent: McKethen.

G. ATLAS CE opportunity: 10 a.m.-12 p.m., Saturday, May 17th, 2025, Orland Park Public Library – Director, Trustee Relations - The Board will inform Executive Director Sieffert if they are interested as the event gets closer.

H. LACONI Trustee Banquet: 6pm, Friday, May 30th, Nineteenth Century Club in Oak Park - More information to come.

X. Closed Session:

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

XI. Adjournment:

To March 19th, 2025 at 6:30 p.m. for regularly scheduled meeting. Motion to adjourn at 7:51 p.m. by Monks second by Oliver.

Motion passed.

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

Nays: None.

Absent: McKethen.

Respectfully Submitted,

Suzanne Oliver, Secretary