



# CRETE PUBLIC LIBRARY DISTRICT

*Connect • Explore • Enjoy*

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

## **BOARD OF TRUSTEES MEETING**

**May 21<sup>st</sup>, 2025 – 6:30 P.M.**

### **MEETING AGENDA**

#### **1. CALL TO ORDER**

#### **2. INTRODUCTION OF GUESTS**

#### **3. SWEARING IN OF NEWLY ELECTED TRUSTEES**

#### **4. ELECTION OF OFFICERS**

#### **5. APPROVAL OF MINUTES**

- a. Regular Board Meeting - April 16<sup>th</sup>, 2025

#### **6. CORRESPONDENCE**

#### **7. FINANCE**

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

#### **8. BUILDING AND GROUNDS REPORT**

#### **9. REPORTS**

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

#### **10. OLD BUSINESS**

- a. Approval of the 2025-2026 working budget (action item)
- b. Discussion and update on strategic planning

#### **11. NEW BUSINESS**

- a. Discussion of timeline for 2024-2025 Director's Evaluation
- b. Discussion and consideration of closing Friday, August 1<sup>st</sup>, 2025 (9am-2pm) for annual staff in-service day (action item)

#### **12. CLOSED SESSION**

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

#### **13. ADJOURNMENT**

To June 21<sup>st</sup> at 6:30 P.M. for regularly scheduled meeting



# CRETE PUBLIC LIBRARY DISTRICT

*Connect • Explore • Enjoy*

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

## CRETE PUBLIC LIBRARY DISTRICT

### BOARD OF TRUSTEES

### MINUTES OF PUBLIC HEARING AND REGULAR MEETING

May 21<sup>st</sup>, 2025

#### I. Call to Order:

Regular meeting called to order by President Van Zyl at 6:34pm. Those in attendance: President Van Zyl, Trustees: Boehner, Brennan, Monks, Oliver, and Williams. Also in attendance: Executive Director Sieffert, Asst. Director Amschl, and Business Manager VerHaar

#### II. Introduction of Guests:

No Guests.

#### III. Swearing in of Newly Elected Trustees:

Trustees Monks, Williams, Oliver, and Van Zyl accepted their oath of office and were sworn in by Director Sieffert.

#### IV. Election of Officers:

There was one nominee for each available position on The Library Board. The slate of officers was presented as follows: President – Williams, Vice President – Van Zyl, Secretary – Oliver, and Treasurer – Brennan. Motion to approve by Brennan, second by Monks.

Motion passed.

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

Nays: None.

Absent: McKethen.

#### V. Approval of Minutes:

Regular Board Meeting – April 16<sup>th</sup>, 2025: Motion to approve minutes of regular meeting – April 16th, 2024 by Monks, second by Oliver.

Motion passed.

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

Nays: None.

Absent: McKethen.

#### VI. Correspondence:

The Library received a thank you note from the Will County Executive that visited last month after Executive Director Sieffert attended the Imagination Library Event in January.

#### VII. Finance:

- A. Approval of Bills for Payment: Motion to approve all bills as presented by Boehner, second by Van Zyl.  
Motion passed on voice vote.  
Ayes: Boehner, Brennan, Monks, Oliver, Van Zyl, and Williams.  
Nays: None.  
Absent: McKethen.

- B. Approval of Finance Report: Motion to approve finance report by Oliver, second by Van Zyl.  
Motion passed on voice vote.  
Ayes: Boehner, Brennan, Monks, Oliver, Van Zyl, and Williams.  
Nays: None.  
Absent: McKethen.

**VIII. Building & Grounds Report:**

The HVAC project is still ongoing, but the new control software has been successfully installed. The outdoor planters are looking beautiful. The Board revisited the idea of adding rain barrels to the garden, although that has not been implemented yet. However, a hose has been set up that reaches the entire garden area. A talented artist is currently working on a mural upstairs, which Executive Director Sieffert noted resembles an illustration from a children's book. The artist has completed the forest section and plans to start on the rolling hills later this week.

**IX. Reports:**

- A. Staff Reports:  
The reports are wonderful. The STEAM activities are impressive as always. The Board mentioned how fun and engaging the archaeological expedition looked.
- B. Community Outreach Report:  
Vice-President Heather Van Zyl was nominated and nationally recognized for her work as part of the Will County Forest Preserve.
- C. Friends of the Crete Public Library Report:  
Nothing to report.
- D. Crete Creative Gallery Report:  
Executive Director Sieffert was thanked for The Library's efforts in hosting the Myaamia (Miami Tribe) exhibit that over 100 people attended. The next exhibit will feature a photographer who specializes in capturing images of Chicago.

**X. Old Business:**

- A. Approval of the 2025-2026 working budget: Executive Director Sieffert explained that the electric bill is projected to increase by 10–15% due to the increased capacity charge, which is why there's such a significant increase in the budget for that line item. The rest of the working budget remained the same as the draft viewed previously. Motion to approve by Oliver, second by Brennan.  
Motion passed on voice vote.  
Ayes: Boehner, Brennan, Monks, Oliver, Van Zyl, and Williams.  
Nays: None.

Absent: McKethen.

- B. Discussion and update on strategic planning: The project is moving along well. The first planning team meeting has been held, and a mapping team has been set up to identify key community stakeholders. The next big step is rolling out the community survey. A QR code will be mailed out, and The Library will promote the survey in various other ways. Paper copies will also be available, and staff will assist with the QR code and completing the survey. The survey will be available the first week of June and will remain available until July 12. Focus groups and interviews are anticipated to be completed in August at The Library's annual staff in-service day.

**XI. New Business:**

- A. Discussion of timeline for 2024-2025 Director's Evaluation: President Williams and Trustee Oliver have agreed to complete Executive Director Sieffert's annual evaluation. The evaluation will be presented to Executive Director Sieffert at June's board meeting.
- B. Discussion and consideration of closing Friday, August 1<sup>st</sup>, 2025 (9am-2pm) for annual staff in-service day: It has been discussed previously that summer may be a more suitable time for the annual staff in-service day. This time will be used to conduct focus groups and interviews as part of the strategic planning process. Staff will also receive a reminder of the benefits that The Library offers and the importance of maintaining patron privacy. The Library will reopen to accommodate programs that are already scheduled. Motion to approve Van Zyl, second by Oliver.

Motion passed.

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

Nays: None.

Absent: McKethen.

**XII. Closed Session:**

For the purpose of appointment, employment, compensation, discipline, performance or dismissal of specific personnel (5 ILCS 120/2c1). Motion to go into closed session at 7:14 pm by Monks, second by Oliver. Motion passed. Ayes: Boehner, Brennan, Monks, Oliver, Van Zyl, and Williams. Nays: None. The Board returned to regular session at 7:22 pm.

**XIII. Adjournment:**

To June 18<sup>th</sup>, 2025 at 6:30 pm for regularly scheduled meeting. Motion to adjourn at 7:30pm by Boehner, second by Van Zyl.

Motion passed

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

Nays: None.

Absent: McKethen.

Respectfully Submitted,

Suzanne Oliver, Secretary



# CRETE PUBLIC LIBRARY DISTRICT

*Connect • Explore • Enjoy*

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

**CRETE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
MINUTES OF CLOSED SESSION MEETING  
May 21, 2025**

**I. Call to Order:**

Closed session meeting called to order by President Williams at 7:14 pm. Those in attendance: President Williams, trustees: Boehner, Brennan, Monks, Oliver & Van Zyl. Also, in attendance Executive Director Sieffert, Assistant Director Amschl & Business Manager VerHaar.

**II. Discussion:**

Executive Director Sieffert announced that the Library's Marketing and Programming Coordinator, Sarah Wegley, will be retiring at the end of August. With retirement, Sieffert explained that the Library will take the opportunity to narrow the scope of the position to Marketing and Communication Coordinator. The programming responsibilities will be shifted to an existing employee, who will receive a title change to Programming Coordinator.

**III. Adjournment:**

Motion to adjourn closed session at 7:22 pm by Boehner, second by Monks.

Motion passed.

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

Nays: None.

The meeting returned to regular session.

Respectfully Submitted,

Suzanne Oliver, Secretary