CRETE PUBLIC LIBRARY DISTRICT
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BOARD OF TRUSTEES MEETING
July 16th, 2025 – 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, June 18th, 2025
        ii. Legal notice published in the local paper – Thursday, June 12th, 2025
    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 – June 18th, 2025
    b. Closed Meeting Minutes – June 18th, 2025
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
    c. Community outreach report
9. **NEW BUSINESS**
    a. Discussion and consideration of updated vacation policy (action item)

b. Ordinance No. 25-03 - Providing for Budget and Appropriations of Crete Public Library District, Will County, Illinois for the Fiscal Year Beginning July 1, 2025 and Ending June 30, 2026 (action item)

10. OLD BUSINESS

a. Discussion of status of Library Director contract

b. Update and discussion on 2025 strategic planning project

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 20th, 2025 at 10am for regularly scheduled meeting

CRETE PUBLIC LIBRARY DISTRICT

BOARD OF TRUSTEES

MINUTES OF PUBLIC HEARING AND REGULAR MEETING

July 16th, 2025

I. Public Hearing:

A. Open Public Hearing opened by President Williams at 6:30 p.m. Those in attendance: President Williams, Trustees: Boehner, Monks, Oliver and Van Zyl. Also in attendance: Executive Director Sieffert, Asst. Director Amschl, and Business Manager VerHaar.
Absent: Trustees Brennan and McKethen.

B. Certification of Public Notices

i. Board approved Tentative Budget and Appropriation – Wednesday, June 18th, 2025

ii. Legal notice published in the local paper – Thursday, June 12th, 2025

C. Presentation of Annual Budget and Appropriation – Ordinance No. 24-03

D. Public comment: No comment.

E. Close Public Hearing: Public hearing closed at 6:33 p.m. by President Williams.

II. Call to Order:

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

III. Introduction of Guests:

No Guests.

IV. Approval of Minutes:

A. Regular Board Meeting – June 18th, 2025: Motion to approve minutes of regular meeting – June 18th, 2025 by Boehner, second by Monks.
Motion passed.
Ayes: Boehner, Monks, Oliver, Van Zyl, and Williams.
Nays: None.
Absent: Brennan and McKethen.

B. Closed Session – June 18th, 2025: Motion to approve minutes of closed session – June 18th, 2025 by Oliver, second by Boehner.
Motion passed.
Ayes: Boehner, Monks, Oliver, Van Zyl, and Williams.
Nays: None.
Absent: Brennan and McKethen.

V. Correspondence:

No correspondence.

VI. Finance:

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

B. Approval of Finance Report: Motion to approve finance report by Monks, second by Oliver. Executive Director Sieffert announced that The Library finished off the fiscal year under budget. All accounts look pretty typical for The Library. Sieffert explained that The Library spent more than budgeted on access lines because of the internet speed increase in late summer of 2024. The Library received a Per Capita Grant in June of 2024 that was reflected in that fiscal year. The Library will receive another Per Capita Grant this year.
Motion passed on voice vote.
Ayes: Boehner, Monks, Oliver, Van Zyl, and Williams.
Nays: None.
Absent: Brennan and McKethen.

VII. Building & Grounds Report:

Executive Director Sieffert is working with Jennings Electric to get the lights in the pavilion working again. Sieffert explained that they aren't under warranty anymore and about half of them are out. Executive Director Sieffert obtained a quote for a phone system update. The monthly cost for this VOIP system is comparable to what is being paid now, and there will be a one-time implementation fee. This system features unlimited phone lines, staff direct dial, and cell phone call forwarding. Executive Director Sieffert explained that the system pushes updates like a computer would. It was also noted that the IT Contractor ran a new access point and there is now internet access on the back patio. Executive Director Sieffert will be looking at patio furniture to add to that space. The live streamed bird feeder camera should be up and running very soon.

VIII. Reports:

A. Staff reports:
The Board noted how wonderful the staff reports are.

B. Statistics report:

Assistant Director Amschl is working on the end of year statistics.

C. Community Outreach report:

The Library saw over 450 people in the building on the day of the garden walk and it was noted that this is a lot more than an average Friday at The Crete Public Library District. Assistant Director Amschl noted that the Plant Swap brought in over $100 for The Friends of The Crete Library, and around 10 of the plants came from patrons. Amschl informed The Board that the house plants were very popular. Executive Director Sieffert mentioned that the 175th anniversary of Crete Township celebration is in the works. Sieffert mentioned that he received an email from the Township that there will be a kickoff party for the launch of Will County's Dolly Parton Imagination Library.

IX. New Business:

A. Discussion and consideration of updated vacation policy: Executive Director Sieffert informed the Board that The Library's last few hires negotiated an extra week of vacation time. He also explained how it would beneficial for employees to have that time off upon hire instead of waiting to use it. Motion to Approve by Oliver, second by Boehner.

Motion passed.

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

Nays: None.

Absent: Brennan and McKethen.

B. Ordinance No. 25-03 – Providing for budget and Appropriations of Crete Public Library District, Will County, Illinois for the Fiscal Year Beginning July 1st, 2025 and Ending June 30th, 2026: Motion to approve by Monks, second by Van Zyl.

Motion passed.

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

Nays: None.

Absent: Brennan and McKethen.

X. Old Business:

A. Discussion of status of Library Director Contract: President Williams has been in contact with the Library attorney who will be looking into this for The Board. This will likely be a topic for next year.

B. Update and discussion on 2025 strategic planning project: The Library is making a lot of progress! The community survey was closed and there were 465 responses. This exceeds the expected response by about 100. Executive Director Sieffert gave a special thank you to Business Manager VerHaar and Sarah Wegley for putting together the survey incentive days. They were very popular. Sieffert noted that the staff and board survey was sent out. The consultants have held 7 interviews with key stakeholders in the community and there are 5 community focus groups coming up. One focus group is open to the public and will take place on Friday August 1st from 5 p.m.- 6:30 p.m. On Friday August 1st, staff will be participating in a SOAR activity to identify the strengths, opportunities, aspirations, and results of The Library for the strategic planning process.

XI. Closed Session:

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

XII. Adjournment:

To Wednesday, August 20th, 2025 at 6:30 p.m. for regularly scheduled meeting. Motion to adjourn at 7:04 p.m. by Monks, second by Van Zyl.

Motion passed.

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

Nays: None.

Absent: Brennan and McKethen.

Respectfully Submitted,

Suzanne Oliver, Secretary