



CRETE PUBLIC LIBRARY DISTRICT

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BOARD OF TRUSTEES MEETING

February 18th, 2026 – 6:30 P.M.

MEETING AGENDA

1. CALL TO ORDER

2. INTRODUCTION OF GUESTS

3. APPROVAL OF MINUTES

- a. Regular Board Meeting – January 21st, 2026
- b. Executive Session Minutes – January 21st, 2026

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

- a. Strategic planning and documents update

9. NEW BUSINESS

- a. Discussion and consideration of closing Friday, July 3rd, 2026 for floating holiday (action item)
- b. Discussion and consideration of 11am late-opening on Friday, March 27th, 2026 for all-staff meeting (action item)
- c. ATLAS CE opportunity: 10am-12pm, Saturday, May 16th, 2025, Oak Lawn Public Library – *Director Evaluations*

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 18th, 2026 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 18th, 2026**

I. Call to Order:

Regular meeting called to order 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, Assistant Director Amschl, and Business Manager VerHaar.

II. Introduction of Guests:

There were no guests.

III. Approval of Minutes:

- A. Regular Board Meeting – January 21st, 2026: Motion to approve minutes of regular meeting – January 21st, 2026 by Oliver, second by Monks.

Motion passed.

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

Nays: None.

Absent: Brennan and Casserly.

- B. Closed Session – January 21st, 2026: Motion to approve minutes of closed session by Boehner, second by Oliver.

Motion passed.

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

Nays: None.

Absent: Brennan and Casserly.

IV. Correspondence:

No correspondence.

V. Finance:

- A. Approval of Bills for Payment: Executive Director Sieffert reminded The Board that “Autiam” is The Library’s IT contractor who provides monthly IT services. Autiam is also completing the website redesign project. Motion to approve all bills as presented by Monks, second by Van Zyl.

Motion passed on voice vote.

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

Nays: None.

Absent: Brennan and Casserly.

- B. Approval of Finance Report: Executive Director Sieffert explained that The Library is right on track, having completed 66% of the budget year. Sieffert mentioned that The Library is a little over in IT Service due to some larger projects. Motion to approve finance report by Oliver, second by Van Zyl. Motion passed on voice vote.

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

Nays: None.

Absent: Brennan and Casserly.

VI. Building & Grounds Report:

Following recent safety concerns, The Library has transitioned to Imperial Cleaning for its daily cleaning services. Jennings Electric replaced the lighting in the Pavilion today and will return in the coming weeks to install lighting for the statue. The water softener appears to be functioning properly. Additionally, Dave Gonzalez will be completing work in the janitorial closet; Sieffert explained the improvements Dave will make to better utilize the space.

VII. Reports:

- A. Staff reports: The staff reports are great as always. Assistant Director Amschl provided the monthly statistics report to The Board. It was noted that the number of holds placed has decreased this month.
- B. Community Outreach report: Dave, Keely, Elise and their families attended Dolly Parton's birthday party in January at the Hollywood Casino in Joliet. It was a great opportunity to raise money for the Will County Imagination Library.
- C. Friends of the Crete Public Library report: The book sale is coming up on April 24th and 25th. The Library purchased a Square reader for the Friends of The Library, allowing for credit card payments. There was some discussion about price changes to offset the fees associated with using the Square terminal.
- D. Crete Creative Art Gallery Report: There will be a new show opening on March 14th. Van Zyl mentioned that The Federal Duck Stamp Art Exhibit is currently featured at the Plum Creek Nature Center.

VIII. Old Business:

Strategic planning and documents update: The activity plan and evaluation framework are ready to be distributed to Library staff. Sieffert noted that the document for the public is not quite ready yet.

IX. New Business:

- A. Discussion and consideration of closing Friday, July 3rd, 2026 for the floating holiday. Motion to approve by Monks, second by Boehner. Motion passed on voice vote.

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

Nays: None.

Absent: Brennan and Casserly.

Discussion and consideration of 11am late-opening on Friday, March 27th, 2026 for all-staff meeting.

This is a mandatory staff meeting. Motion to approve Boehner, second by Oliver.

Motion passed on voice vote.

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

Nays: None.

Absent: Brennan and Casserly.

- B. ATLAS CE opportunity: 10 a.m. – 12 p.m., Saturday, May 16th, 2026, Oak Lawn Public Library – *Director Evaluations*. Sieffert will register any Board members that are interested in this opportunity.

X. 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 6:55 p.m. by Williams, second by Monks.

Motion passed.

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

Nays: None.

Absent: Brennan and Casserly.

The Board returned to regular session at 7:06 p.m.

XI. Adjournment:

To Wednesday, March 18th, 2026 at 6:30 p.m. for regularly scheduled meeting. Motion to adjourn at 7:08 p.m. by Van Zyl, Second by Monks.

Motion passed.

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

Nays: None.

Absent: Brennan and Casserly.

Respectfully Submitted,

Suzanne Oliver, Secretary



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**CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES OF CLOSED SESSION MEETING
February 18th, 2026**

I. Call to Order:

Closed session meeting called to order at 6:55 p.m. by Williams, second by Monks. Those in attendance: President Williams, Trustees: Boehner, Monks, Oliver and Van Zyl. Also in attendance: Executive Director Sieffert, Assistant Director Amschl, and Business Manager VerHaar.

II. Discussion:

The Board discussed the employment contract for Executive Director Sieffert. The Maintenance coordinator vacancy was also discussed. The retiring maintenance coordinator's last day is February 20th. Sieffert explained that there will be a new position opening near the end of the fiscal year. This new position will be 20 hours per week, and ideally be filled by someone with HVAC, plumbing, and electrical experience and knowledge.

III. Adjournment:

Motion to adjourn closed session at 7:05 p.m. by Monks, second by Oliver.

Motion passed.

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

Nays: None.

Absent: Brennan and Casserly.

The meeting returned to regular session.

Respectfully Submitted,
Suzanne Oliver, Secretary