



CRETE PUBLIC LIBRARY DISTRICT

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BOARD OF TRUSTEES MEETING

January 21st, 2026 – 6:30 P.M.

MEETING AGENDA

1. CALL TO ORDER

2. INTRODUCTION OF GUESTS

3. CLOSED SESSION

Executive session to conduct interviews and discuss candidates to fill a vacancy on the library board of trustees, as permitted by Section 2(c)(3) of the Open Meetings Act

4. APPROVAL OF MINUTES

- a. Regular Board Meeting – November 19th, 2025

5. CORRESPONDENCE

6. FINANCE

- a. Ratification of December 2025 bills for payment (action item)
- b. Approval of January 2026 bills for payment (action item)
- c. Approval of Finance Report (action item)

7. BUILDING AND GROUNDS REPORT

8. REPORTS

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

9. OLD BUSINESS

- a. Strategic planning process and update

10. NEW BUSINESS

- a. Discussion and consideration of the appointment of a candidate to fill a vacancy on the Library Board of Trustees (action item)
- b. Discussion and consideration of Resolution 26-01: Resolution to transfer the Crete Public Library District General Corporate Fund surplus to the Special Reserve Fund (action item)

c. Discussion of website update, logo design, and branding guidelines

d. Annual Statement of Economic Interest

11. ADJOURNMENT

To Wednesday, February 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
January 21st, 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, Brennan, Monks, Oliver, and Van Zyl. Also in attendance: Executive Director Sieffert, Assistant Director Amschl, and Business Manager VerHaar.

II. Introduction of Guests:

Debbie Casserly, a candidate for the vacant Board member position attended the meeting.

III. Closed Session:

Executive session to conduct interviews and discuss candidates to fill a vacancy on The Library Board of Trustees, as permitted by Section 2(c)(3) of the Open Meetings Act. The Board entered closed session to conduct an interview with Debbie Casserly for the vacant board position. Motion to resume open session at 6:56 p.m. by Monks, second by Boehner.

Motion passed.

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

Nays: None.

Absent: None.

IV. Approval of Minutes:

Regular Board Meeting – November 19th, 2025: Motion to approve minutes of regular meeting – November 19, 2025 by Brennan, second by Van Zyl.

Motion passed.

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

Nays: None.

Absent: None.

V. Correspondence:

The Library received a thank you card from Crete Country Christmas.

VI. Finance:

A. Ratification of December 2025 bills for payment: Motion to ratify December 2025 bills for payment by Van Zyl, second by Monks.

Motion passed on voice vote.

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

Nays: None.

Absent: None.

B. 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: None.

C. Approval of Finance Report: Motion to approve finance report by Van Zyl, second by Boehner. It was noted that The Library has received nearly 100% of revenue for this fiscal year and has spent about 50% of the budget.

Motion passed on voice vote.

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

Nays: None.

Absent: None.

VII. Building & Grounds Report:

Executive Director Sieffert informed the Board that after Crete's hard water took its toll on the appliance, a new (Bosch) dishwasher is being installed tomorrow. Sieffert explained that the water softener reduces the water pressure significantly, and that a solution is still being investigated. Jennings Electrical will be installing some lighting for the sculpture as well as for the Pavilion.

VIII. Reports:

A. Staff reports:

Wonderful as always!

B. Community Outreach report:

The Mobile food distribution was a big hit last week. Executive Director Sieffert gave a special thanks to Elise, Communications & Marketing Coordinator, for her hard work in putting this together and making the event a possibility for the community.

C. Friends of the Crete Public Library report:

The Friends will be meeting next week. They are planning their book sale.

D. Crete Creative Art Gallery

The new show opening featuring a southside artist, Richardo Cabral, is this weekend. Cabral leads a collective of Latino artists and this collective takes pieces off of the streets and turns them to art.

IX. Old Business:

Strategic planning process and update:

Executive Director Sieffert explained that there are 3 strategic directions with goals and activities associated with them. A yearly update will be provided to the Board. There are 3 more managerial meetings to discuss the activity plan before the plan is available to all.

X. New Business:

- A. Discussion and consideration of the appointment of a candidate to fill a vacancy on The Library Board of Trustees – Assistant Director Amschl provided President Williams with a list of suggestions for candidates. Of the 8 that were contacted by Williams, 3 were interested and 1 came for an interview. Motion to extend offer to Debbie Casserly by Monks, second by Oliver.
Motion passed on voice vote.
Ayes: Boehner, Brennan, Monks, Oliver, Van Zyl, and Williams.
Nays: None.
Absent: None.
- B. Discussion and consideration of Resolution 26-01: Resolution to transfer the Crete Public Library District General Corporate Fund surplus of \$300,000 to the Special Reserve Fund – Motion to approve transfer by Boehner, second by Oliver.
Motion passed on voice vote.
Ayes: Boehner, Brennan, Monks, Oliver, Van Zyl, and Williams.
Nays: None.
Absent: None.
- C. Discussion of website update, logo design, and branding guidelines – Executive Director Sieffert and Elise, have been working diligently to find the best fit to redesign The Library’s website. After careful consideration, The Library’s current IT contractor, Anthony, owner of Autiam, will be redesigning the website. The Board got a sneak peek at the new design. Hired a graphic designer to help create a new logo design and she will also put together a branding package for us including colors and fonts, colors and themes for adults and youth
- D. Annual Statement of Economic Interest – Deadline to submit names is coming up, and Executive Director Sieffert informed the Board to keep an eye out for an email.

XI. Adjournment:

To February 18th, 2026 at 6:30 p.m. for regularly scheduled meeting. Motion to adjourn at 7:45 p.m. by Monks, second by Boehner.

Motion passed.

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

Nays: None.

Absent: None.

Respectfully Submitted,

Suzanne Oliver, Secretary



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**CRETE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES OF CLOSED SESSION MEETING
January 21st, 2026**

I. Call to Order:

Closed session meeting called to order at 6:33 p.m. by Boehner, second by Monks. Those in attendance: President Williams, Trustees: Boehner, Brennan, Monks, Oliver and Van Zyl. Also in attendance: Executive Director Sieffert, Business Manager VerHaar, and Debbie Casserly.

II. Discussion:

The Board conducted an interview with Board member candidate Casserly.

III. Adjournment:

Motion to adjourn closed session at 6:55 p.m. by Monks, second by Boehner.

Motion passed.

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

Nays: None.

Absent: None.

The meeting returned to regular session.

Respectfully Submitted,

Suzanne Oliver, Secretary