



# CRETE PUBLIC LIBRARY DISTRICT

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

## **BOARD OF TRUSTEES MEETING November 19<sup>th</sup>, 2025 – 6:30 P.M. MEETING AGENDA**

### **1. CALL REGULAR MEETING TO ORDER**

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

### **3. APPROVAL OF MINUTES**

- a. Regular Board Meeting – October 15<sup>th</sup>, 2025

### **4. CORRESPONDENCE**

### **5. PRESENTATION OF DRAFT STRATEGIC PLAN BY AMANDA STANDERFER, FAST FORWARD LIBRARIES**

### **6. PRESENTATION OF ANNUAL AUDIT REPORT BY GW & ASSOCIATES**

### **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**

### **11. NEW BUSINESS**

- a. Approval of Tax Levy Ordinance 25-04 (action item)
- b. Discussion and consideration of annual holiday bonus - excluding Executive Director (action item)
- c. Discussion and consideration of FY 2024-2025 audit report as presented (action item)
- d. Discussion and consideration of letter of resignation of Trustee Jackie McKethen (action item)
- e. Discussion and consideration of revised Circulation Policy (action item)
- f. 2026 website redesign project

**12. CLOSED SESSION**

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

**13. ADJOURNMENT**

To Wednesday, January 21<sup>st</sup>, 2025 at 6:30pm for regularly scheduled meeting.



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### BOARD OF TRUSTEES

### MINUTES OF PUBLIC HEARING AND REGULAR MEETING

November 19<sup>th</sup>, 2025

#### 1. 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. Absent: Trustee McKethen.

#### 2. Introduction of Guests:

None.

#### 3. Approval of Minutes:

Regular Board Meeting – October 15<sup>th</sup>, 2026: Motion to approve minutes of regular meeting – October 15<sup>th</sup>, 2025 by Monks, second by Boehner.

Motion passed.

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

Nays: None.

Absent: McKethen.

#### 4. Correspondence:

The Library has been collecting suggestions and feedback from designated boxes in Adult Services.

#### 5. Presentation of Draft Strategic Plan by Amanda Standerfer, Fast Forward Libraries:

Amanda Standerfer presented the draft of the strategic plan. First, The Board went over the strategic directions and their corresponding goals. Then, after careful consideration, The Board chose a purpose statement for The Library. The next step in the strategic plan process will be implementation.

#### 6. Presentation of Annual Audit Report by GW & Associates

Denise from GW & Associates presented the annual audit report. A few journal entries needed to be done to accurately reflect payments in the correct period. Executive Director Sieffert inquired about the working cash fund and Denise explained that it is not as common as it used to be, but some Libraries still use it as an account to borrow from.

## **7. 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, 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 Monks. Treasurer Brennan noted that The Library is in a good position, having used 36% of the budget on expenses so far, this fiscal year.

Motion passed on voice vote.

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

Nays: None.

Absent: McKethen.

## **8. Building & Grounds Report:**

The Board noted that the decorations outside look fantastic! Assistant Director Amschl has been working on a grant to fund The Library having a charger for Electric Vehicles. There will be more discussion on this later. Executive Director Sieffert explained that, in order to maintain the pavilion, it will need to be sealed every 2 years.

## **9. Reports:**

- A. Staff reports:

The Board noted that staff reports are great, as always! President Williams gave a shout out to Sandy in Patron Services for teaching her to loom knit. Executive Director Sieffert and Assistant Director Amschl informed The Board that they often receive positive feedback and recognition of staff for their hard work and dedication.

- B. Community Outreach report:

Executive Director Sieffert expressed how prevalent the need for food in our community is and suggested partnering with Will County or other organizations to help in any way that The Library can. Sieffert mentioned potentially working with the Northern Illinois Food Bank to host a Mobile Market Distribution for the community.

- C. Friends of the Crete Public Library report:

The Friends of the Crete Public Library District began assembling book bundles! There are 40 children's bundles and 60 adult bundles. There was a special thank you to Baker & Taylor for donating some children's books that were used in the bundles.

- D. Crete Creative Gallery report

The current show ends Friday, and the 9th showcase will be up very soon. The Artmart will take place

on Saturday the 27th. There will be honey for sale! Treasurer Brennan gave a sneak peek into the next show which will feature an artist from Bridgeport on Chicago's South side.

**10. Old Business:**

None.

**11. New Business:**

- A. Approval of Tax Levy Ordinance 25-04 - Motion to approve the Tax Levy Ordinance 25-04 by Boehner, second by Oliver.

Motion passed on voice vote.

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

Nays: None.

Absent: McKethen.

- B. Discussion and consideration of annual holiday bonus – excluding Executive Director - Motion to approve the annual holiday bonus for all employees, excluding the Executive Director, in the amount of \$150 by Monks, second by Van Zyl.

Motion passed on voice vote.

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

Nays: None.

Absent: McKethen.

- C. Discussion and consideration of FY 2024-2025 audit report as presented - Motion to approve FY 2024-2025 audit report as presented by Van Zyl, second by Oliver.

- D. Discussion and consideration of the letter of resignation of Trustee Jackie McKethen - Motion to approve the resignation of Trustee Jackie McKethen by Brennan, second by Boehner. After expressing his thanks for Jackie's service on The Board, Executive Director Sieffert explained that The Board will need to elect someone to serve until 2027.

- E. Discussion and consideration of revised Circulation Policy - Motion to approve revised circulation policy by Oliver, Second by Van Zyl. Assistant Director Amschl explained the changes which include online registration and updating the age requirements for children to get library cards to be "birth to age 5." The new policy also changes the age requirement for patrons to get their own cards from 18 to 16 years old.

- F. 2026 website redesign project - Elise has been investigating firms to redesign the website and The Library logo. Executive Director Sieffert encouraged the Board to look at other library websites to explore potential comparisons.

**12. Closed Session:**

For the purpose of appointment, employment, compensation, discipline, performance or dismissal of

specific personnel (5 ILCS 120/2c1)

**13. Adjournment:**

To January 21<sup>st</sup>, 2025 at 6:30 p.m. for regularly scheduled meeting. Motion to adjourn at p.m. by Monks, second by Van Zyl.

Motion passed.

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

Nays: None.

Absent: McKethen.

Respectfully Submitted,  
Suzanne Oliver, Secretary