



CRETE PUBLIC LIBRARY DISTRICT

Connect • Explore • Enjoy

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

BOARD OF TRUSTEES MEETING

October 15th, 2025 – 6:30 P.M.

MEETING AGENDA

1. CALL TO ORDER

2. INTRODUCTION OF GUESTS

3. APPROVAL OF MINUTES

- a. Regular Board Meeting – September 17th, 2025

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. Create Creative report

8. OLD BUSINESS

- a. Strategic planning update

9. NEW BUSINESS

- a. FY2025 draft levy ordinance (action item)
- b. Civics University review
- c. Baker and Taylor and future materials purchasing

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, November 20th, 2024 at 6:30pm 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

October 15th, 2025

I. Call to Order:

Regular meeting called to order by President Williams at 6:30 p.m. Those in attendance: President Williams, Trustees Brennan, Monks, and Oliver. Also in attendance: Executive Director Sieffert and Business Manager VerHaar.

Absent: Trustees Boehner, McKethen and Van Zyl.

II. Introduction of Guests:

Mayor Mark Wiater came and introduced himself.

III. Approval of Minutes:

Regular Board Meeting – September 17th, 2025: Motion to approve minutes of regular meeting – September 17th, 2025 by Oliver, second by Monks.

Motion passed.

Ayes: Brennan, Monks, Oliver, and Williams.

Nays: None.

Absent: Boehner, McKethen, and Van Zyl.

IV. Correspondence:

The Library received a thank you note from the Daughters of the American Revolution.

V. Finance:

- A. Approval of Bills for Payment: Executive Director Sieffert informed The Board that “Goldy Locks, Inc.” replaced the lock on the door of the staff entrance. Motion to approve all bills as presented by Monks, second by Brennan.

Motion passed on voice vote.

Ayes: Brennan, Monks, Oliver, and Williams.

Nays: None.

Absent: Boehner, McKethen, and Van Zyl.

- B. Approval of Finance Report: It was reported that The Library has received about 95% of the property tax payments for this year. It was also noted that The Library is at 25% for the expenditures for the year. The Library is earning interest well above the budgeted amount and is already at \$40,000 of the \$50,000 budget. Motion to approve finance report by Williams, second by Oliver.

Motion passed on voice vote.

Ayes: Brennan, Monks, Oliver, and Williams.

Nays: None.

Absent: Boehner, McKethen, and Van Zyl.

VI. Building & Grounds Report:

Everything is status quo here. The lock on the staff door has been replaced and the kitchen flooring and kitchenette projects are complete. Executive Director Sieffert explained that Jennings Electric installed a GFCI outlet in the coffee connection space as a safety precaution. Executive Director Sieffert informed The Board that there is a new self-service computer for patrons to sign up for library cards. He also reported that the garden is closed for the season.

VII. Reports:

A. Staff Reports:

- i. Staff reports are wonderful as always. The Board mentioned that The Library's "Tik Toks" have been informative and entertaining.

B. Community Outreach report:

- i. The Woman's Club started its calendar year and it was noted that there are now 104 members and the Club continues to grow.

C. Friends of the Crete Public Library report:

- i. Nothing new to report with the Friends.

D. Crete Creative Art Gallery:

- i. The Gallery had a big opening last weekend, and is looking forward to the 9th annual regional showcase. The Art Gallery has plans for an incredible calendar next year. It was noted that there is some filming happening in Crete and that they are looking for art to use in the film.

VIII. Old Business:

Strategic Planning Update: Executive Director Sieffert expressed his gratitude for everyone's involvement in this process. After a few special meetings last month, the consultant sent a

draft of mission statements, strategic directions, and goals. Executive Director Sieffert informed The Board that the consultant will be attending the November meeting.

IX. New Business:

- A. FY2025 draft levy ordinance - Executive Director Sieffert explained how the draft levy ordinance is based on the budget and appropriation ordinance. He also addressed the importance of levying appropriately to avoid accumulating excess or requiring a black border publication. Sieffert discussed equalized assessed value (EAV) and fair market value (FMV) explaining that increased EAV means positive growth for The District. Motion to approve FY2025 draft levy ordinance by Brennan, second by Monks.

Motion passed on voice vote.

Ayes: Brennan, Monks, Oliver, and Williams.

Nays: None.

Absent: Boehner, McKethen, and Van Zyl.

- B. Civics University Review - Executive Director Sieffert gave a shout out to Katrina Sieffert for making Civics University possible. The Library was the first in a series of educational presentations to inform residents exactly how their tax dollars are being used. There were about 10 attendees who learned about the history of The Library, taxing districts, and the purpose of Civics University. Executive Director Sieffert received a phone call from one attendee who was very impressed by the informational session.
- C. Baker & Taylor and future materials purchasing - Executive Director Sieffert informed The Board that Baker & Taylor, the company that The Library purchases most of its collection from, is going out of business. This change has left a lot of libraries scrambling. The Library has been looking into creating an account with Ingram, a company with similar offerings to Baker & Taylor.

X. Closed Session:

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

XI. Adjournment:

To November 19th, 2025 at 6:30 p.m. for regularly scheduled meeting. Motion to adjourn at 6:50 p.m. by Monks, second by Oliver.

Motion passed.

Ayes: Brennan, Monks, Oliver, and Williams.

Nays: None.

Absent: Boehner, McKethen, and Van Zyl.

Respectfully Submitted,
Suzanne Oliver, Secretary